



**Position:** Event Planner  
**Reports to:** Director, Event Services  
**FLSA Classification:** Exempt  
**Department:** Financial Resource Division (FRD)/Event Services  
**Full/Part Time:** Full-time

**Organization Summary:**

Jewish Federation of Palm Beach County is a 501(c)3 nonprofit organization dedicated to transforming, inspiring and saving lives in the Palm Beaches and 70 countries around the world. Each year, Jewish Federation inspires thousands of community members to contribute, volunteer and participate in programs that generate nearly \$30 million to leading a powerful impact in the community.

**Position Summary:**

The Event Planner is responsible for coordinating the logistics of fundraising and engagement events, whether in-person or virtual or hybrid, to support the mission, vision, and core values of Federation.

**Essential Duties and Responsibilities:**

- Manages a portfolio of events assigned by the Director, Event Services.
- Works with lead staff person, Marketing team and Events team to create an overview/strategy for all assigned events.
- Prepares preliminary event budgets for approval by the Director, Event Services and ensures that events remain within that approved budget.
- Leads research and recommendations for event logistics support, including, but not limited to, speaker, venue, food and beverage, event set-up, décor, entertainment, audio visual, virtual event production needs and other.
- In partnership with the Director, Event Services, leads vendor contract discussions, and tracks vendor adherence to contractual obligations and performance as agreed.
- Coordinates air travel, ground transportation, hotel arrangements, meals and onsite requirements as needed for speakers.
- Works with Event Project Manager to maintain event marketing and recruitment timeline of deliverables and meet with lead staff, support department staff and vendors to ensure delivery.
- Maintains information for assigned events in electronic files.
- Promotes the mission of the Federation through superior customer service and efficient use of resources.
- Attends all events unless otherwise noted by the Director, Event Services.
- Other duties as assigned.

**Qualifications and Success Factors:**

- Associates degree required or better preferred, preferably in one of the following areas: Event Planning, Fundraising, Non-profit Management, Business Administration, Hotel Management or similar.
- Two (2) or more years' experience with fundraising events and event management or equivalent combination of relevant education, experience and skills required.
- Excellent verbal and written communication skills required.
- Strong knowledge of basic office computing, including MS Office (Outlook, Word, Excel, PowerPoint, Teams), Zoom and basic database skills required.
- Strong organizational skills required.
- Experience working with volunteers and committees.
- Experience working with donor relation systems preferred.



- Experience managing budgets preferred.
- Knowledge of effective utilization of audio-visual equipment preferred.
- Ability to problem solve and multi-task with numerous deadlines.
- Ability to work independently and as a member of a team.
- Creativity and innovative thinking required.
- Must be able to pass a Level 1 background check.
- Must be able to lift and carry at least 25 lbs. and be able to set up event displays.
- Must maintain valid Florida driver's license.
- Must be able to work off-shift hours including nights and weekends, as needed.

**Compensation and Benefits:**

**In addition to a competitive salary, Jewish Federation of Palm Beach County currently offers the following benefits:**

- A comprehensive benefits package including 15-25% of employee-only premiums paid for medical and dental and 100% of premiums paid for vision insurance.
- Federation contributions toward HSA accounts.
- Federation-paid Life/AD&D policy.
- Federation-paid long-term disability (LTD) insurance.
- Medical and dependent-care Flexible Spending Accounts (FSA).
- Hybrid work schedule.
- Professional development and training opportunities.
- Paid vacation and sick leave.
- Generous paid holiday schedule.

***The Jewish Federation of Palm Beach County is an Equal Opportunity Employer.***

Federation strongly encourages applications from individuals with varied identities and backgrounds. As an equal opportunity employer, all individuals are encouraged to apply without regard to race, color, religion, age, disability, national origin, gender, sexual orientation, marital status, ancestry, genetic information, medical condition, veteran status, financial status, or any other class protected under federal, state, or local laws.

Federation is committed to the full inclusion of all qualified individuals. If accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Mary Kay McGann at [mary.kay.mcgann@jewishpalmbeach.org](mailto:mary.kay.mcgann@jewishpalmbeach.org) for assistance.

To apply online, please visit our career's [page](#). Or email your resume and cover letter to: [HRrsvp@jewishpalmbeach.org](mailto:HRrsvp@jewishpalmbeach.org).

**NO CALLS, PLEASE.**