

## **Operation and Special Events Coordinator**

Friends of the Israel Defense Forces (FIDF) was established in 1981 by a group of Holocaust survivors to provide for the wellbeing of the men and women who serve in the Israel Defense Forces (IDF) as well as the families of fallen soldiers. FIDF is committed to providing these soldiers with love, support, and care in an effort to ease the burden they carry on behalf of the Jewish community worldwide.

The Operation and Special Events Coordinator will be a member of a dynamic, professional and fast-paced team of the Greater Miami Chapter. She/he will report directly to the Greater Miami Chapter Executive Director.

### **Educational Requirements:**

- Bachelor's degree or an equivalent combination of education and experience may be considered in lieu of a degree.

### **Skills and/or Experience Required:**

- A minimum of 3-5 years' experience working at a non-for-profit in a development capacity.
- Experience coordinating and executing events.
- Strong oral and written communication skills.
- Strong computer skills including: Microsoft Office, Excel, Outlook. Knowledge of Raiser's Edge a plus.
- Highly organized, detailed-oriented and self-motivated.
- Ability to work independently while also supporting a team.
- Ability to multitask and work effectively and efficiently in a fast-paced setting.
- This position works occasional evenings and Sundays.

### **Essential Job Duties:**

- Develop, implement and help manage the activities and events of the Greater Miami Chapter.
- Oversee the design of the Greater Miami Chapter events including gala journals, auctions and collateral materials.
- Create the event timeline and script, manage all event logistics, draft post-event follow-up and acknowledgements and work with FIDF's public relations firm on press surrounding the event.

- Coordinate the organization of community engagement functions, activities and meetings, including visits at local schools, shuls and churches.
- Manage arrangements for visiting soldiers/speakers including flights, accommodations, transportation and scheduling of activities and events.
- Manage IDF base visits and missions and follow up with the donors afterwards.
- Performs other duties as requested.