

## Senior Manager, National Meetings and Events

### **About Us:**

Friends of the Israel Defense Forces (FIDF) is a humanitarian nonprofit that provides life-changing support for the courageous young men and women of the Israel Defense Forces (IDF). We transform their lives through empowering educational, financial, well-being, and cultural initiatives as they protect the State of Israel and her people. Inspired by them, we strive to champion a culture of courage worldwide, ensuring a secure and thriving Israel today and forever.

Our community of supporters and staff are passionate, courageous, impactful. Our work is driven by core value that transcend gender, age, political leanings, nationality, and religion. Our vital mission and breath of programs resonate with a diverse array of supporters – all are welcome!

Our workplace is vibrant and dynamic, encouraging bold creativity, ingenuity, and vision. We're searching for new talent to contribute to our mission and team.

### **About You:**

You have a broad range of interests, solid technical aptitude, and an eagerness to contribute and grow. You have a can-do attitude, a customer-service approach, and enjoy working collaboratively.

### **Job Summary:**

The Senior Manager is responsible for streamlining event planning and execution across the organization. Planning and managing a team, to support galas or chapter marquee events across the country and travel to events when necessary. The Senior Manager reports to the Chief Operating Officer and may be required to work evenings and weekends during event seasons.

### **Education:**

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

### **Experience:**

- A minimum of 5 years event planning at a variety of venues.
- A minimum of 5 years negotiating contracts with vendors and staying within budget.

### **Skills and Abilities:**

- Superior organization and time management skills
- Strong negotiation skills
- Excellent writing and presentation skills, including the ability to write accurate and engaging content for a range of audiences.

- Excellent demonstration of teamwork, communication, interpersonal skills, flexibility - willingness to work flexibly in response to changing executive and organizational requirements, decision-making and problem solving, resource and project management, and confidentiality.
- Sensitivity and ability to interact effectively with regional boards and committees, staff, and local volunteers.

### **Essential Job Duties:**

- Create and maintain event planning timeline, budget, non-deductibles, kick off and debrief notes for up to 30 events per year.
- Research and create vendor proposals and cost comparisons for chapter review of venues, caterers, AV companies, security, photography, and decor.
- Maintain communication with all event related vendors and review and revise vendor contracts according to organization's standard terms and conditions.
- Manage and assist with purchase of all merchandise related to the events.
- Manage the events logistics team to create timeline for the day of each event, coordinate travel and lodging for national staff and soldiers/speakers
- Manage logistics for the day of the event for set up, execution and break down/if applicable
- Work with the Digital team to provide training and management of in-house event management system (AirReg) as applicable
- Find and execute ways to reduce organizational costs in relation to regional annual events.
- Research and introduce new approaches to annual galas and major special events and share best practices and lessons learned throughout organization.
- Set up and maintain office systems, records, and files (electronic and manual) as related to managed events
- Coordinate meetings, internal and external.
- Maintain records of lessons learned, and measure success of every event.
- Maintain departmental expenses and budgets.
- Process disbursements and ensure that payments are being sent out on time.
- Performs other duties as requested.

### Benefits and compensation:

- Medical, Dental, Vision, Early dismissal for Shabbat, 403b with employer matching, Life Insurance, Disability Insurance, FSA, Jewish and Federal paid holidays, sick days and vacation
- Compensation is commensurate with experience. The salary range is \$85,000 - \$100,000 per annum.

### How to apply:

Please send your cover letter and resume to [hr@fidf.org](mailto:hr@fidf.org)