



Minneapolis Jewish Federation (MJF)

MJF promotes a culture of Jewish philanthropy, leverages financial and professional resources to meet local and global Jewish needs, and facilitates community planning to ensure a thriving and secure future at home, in Israel, and around the world.

Position Identification

TITLE: Event Manager

Reports to: Director of Annual Giving

STATUS: Exempt, 32 hours/week, salary \$50,000 to \$60,000

BENEFITS: Benefits include vacation, sick leave, paid holidays, 403(b) match, disability, and life insurance. Health, dental, and vision insurance are available.

LOCATION: Hybrid – Minimum 3 days in the St. Louis Park office, 2 days remote option

SCHEDULE: Business hours are 8:30-5 M-TH, 3pm or 4pm Fridays; Ability to work nights and weekends on occasion required

Purpose

Minneapolis Jewish Federation is seeking a person to plan, produce, and execute event activities that advance the organization's mission. This position will play an integral role in our major and affinity-specific events as a member of the Philanthropy team – reporting to the Director of Annual Giving yet support events for the entire organization. The Event Manager is the ultimate project manager, client service master, logistics maven and go-to problem-solver all rolled into one – an ideal place to take your event-planning skills to the next level.

Position Requirements

Education: Bachelor's Degree

Experience:

- 5+ years related work experience in event planning or production, project management or hospitality management
- Excellent interpersonal skills. Able to work effectively and flexibly with all internal partners and outside vendors.
- Superb organizational skills with an ability to synthesize plans and solutions while working in a dynamic, problem-solving environment.
- Strong verbal and written communication skills.
- Ability to be physically active at events for extended periods of time.
- Moderate to mastery level proficiency of Microsoft Office Suite (Outlook, Excel, Word), Databases (Salesforce), Project Management and Digital Communication tools, or equivalent. Required comfort with and desire to learn and grow with technology. Proficiency tests may be required.

Key Areas of Responsibility

- Lead the strategy, planning, and execution of all major Federation events, partnering with professional staff leads to deliver high-impact fundraising, stewardship, and engagement experiences across annual, affinity, and legacy events.
- Collaborate with Federation staff, lay leadership, and volunteers to design events that strengthen Federation's brand, advance its mission, support donor engagement, and drive recruitment and follow-up.
- Oversee all event logistics and on-site execution, ensuring a seamless, polished guest experience and effective coordination with vendors, speakers, staff, and volunteers.
- Manage event budgets, calendars, timelines, and operational systems, ensuring fiscal accountability, efficiency, and alignment with organizational standards.
- Direct event administration and data management, working closely with Marketing, Finance, and Salesforce to oversee registration, payments, seating, reporting, and post-event analytics.
- Partner with event chairs, host committees, and community partners to shape event vision and strategy, strengthen engagement, and support fundraising objectives.
- Plan and lead all event-related committee and planning meetings, including agenda development, materials preparation, documentation, and follow-up.
- Manage vendor, speaker, and partner relationships, including contracts, logistics, and fulfillment of corporate partnership benefits tied to events and marketing.
- Maintain event project files for future reference
- Ensure invoices are coded correctly and submitted to Accounting for payment. Collect W9s and applicable information from vendors.
- Lead development of event marketing materials, including identifying marketing needs for each event, collaborating with marketing team in developing materials, coordinating the development of digital assets for events, including invitations and RSVP forms, landing pages, community calendar listings, newsletter submissions, etc.
- Support program development and storytelling, including speaker preparation, run-of-show creation, and post-event evaluations to drive continuous improvement.
- Other duties as assigned – in alignment with responsibilities above

Organizational Responsibilities

Uphold and exemplify the Minneapolis Jewish Federation's mission and vision
Uphold and exemplify the leadership and behavioral competencies of the organization
Adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance
Execute professional, high level customer service, both internally and externally
Effectively utilize technological platforms and systems for project management and communications
Attend Federation events as position requires

Please send resume to Lisa Michalik at lmichalik@jewishminneapolis.org