

Engagement Events Manager

Job Title: Engagement Events Manager

Department: Education and Engagement

Reports to: Director of Engagement

Hours: 40 hours/week (including some evenings and weekends)

SUMMARY DESCRIPTION

The Engagement Events Manager reports directly to the Director of Engagement and is an integral part of the Education and Engagement team. This role is responsible for the seamless planning, coordination, and execution of high-quality events that bring our community together in celebration and connection. The Engagement Events Manager provides logistic, administrative, project management and event management support to a wide range of congregational programs, including Shabbat and holiday celebrations. This role ensures that events are well-organized, welcoming, mission-driven, and reflective of Temple Emanu-El's values.

PROFESSIONAL REQUIREMENTS AND SKILLS

- Experience in event planning, coordination, or hospitality
- Excellent interpersonal and communication skills; strong orientation to customer service and volunteer based event work
- Strong organizational and project management skills
- Manage budget, timelines, and resources efficiently
- Resolve challenges with creative solutions while maintaining composure
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint, Teams, Outlook, and database management (Blackbaud/Raiser's Edge and Delphi experience helpful)

KEY RESPONSIBILITIES

1. Design the full event experience from initial arrival and on-site engagement to post-event follow-up, ensuring a seamless, welcoming and meaningful experience that cultivates lasting connection beyond the program itself.
2. Engage lay leaders as partners in collaboratively planning and executing all events. Ensure meaningful volunteer opportunities and roles exist in planning and implementing, as well as on the day of, for every event.
3. Serve as the primary project manager for congregational All-In Shabbat and other special Shabbat and holiday celebrations.
 - Coordinate all aspects of the events, including marketing and communications, registrations and budget management, set up and staffing.
 - Plan and implement all congregational dinners.
 - Collaborate with the Director of Family Engagement and Social Justice to provide creative and age-appropriate programming for families, children, and adults.
 - Work with clergy, staff, and volunteers to create a warm and welcoming atmosphere that fosters meaningful connections among and between members.

4. Provide administrative and logistics support for Temple's Sukkot, Simchat Torah, Hanukkah and Yom Ha'atzmaut celebrations, including festival services.
5. Staff congregational events, holidays and programs as agreed upon with the Director of Engagement.
6. Perform other duties as requested by the Director of Engagement.

GENERAL INFORMATION ABOUT EDUCATION & ENGAGEMENT TEAM MEMBERS

The work of education and engagement is the primary function of all staff members, clergy, and lay leadership at Temple. We strive to help every Temple member and prospective member develop a connection to other congregants, friends, family, Jewish community, Jewish people, the world and God. Staff will help connect members with aspects of synagogue life that meet their spiritual and communal needs, through our core values of Prayer, Learning, Israel, Social Justice and Community. Members of the Engagement and Education Team are partners with clergy, lay leadership and each other. We value each other's opinions, respect each other's time and support each member of the team during crunch times. Together we strive to make Temple a place of sacred encounters.

ENGAGEMENT & EDUCATION TEAM MEMBERS SHARE RESPONSIBILITY FOR LEADERSHIP AND RELATIONSHIP CULTIVATION

- Communicate and interact regularly with other teams and a wide array of members to build relationships and engage individuals in congregational life and leadership responsibilities.
- Coordinate with lay leaders, clergy and staff to set goals in your areas of responsibility and translate them into action.
- Contribute toward the identification and cultivation of future Temple leaders.

WEBSITE AND COMMUNICATIONS

- Utilize Temple and community communication and marketing tools to maximize access to Temple programming, including coordination with partner organizations.
- Maintain engagement opportunities and other pertinent information on the Temple website.