



## **Director of Special Events**

As the Jewish lab for sustainability, Hazon is building a national movement that strengthens Jewish life and contributes to a more environmentally sustainable world for all. We're the largest dedicated faith-based environmental organization in North America. We are based in New York City and the Isabella Freedman Jewish Retreat Center in Falls Village CT. We also have offices in Denver, Boulder, and Detroit.

This position will report to the Director of Development.

### **Position Summary**

As Hazon's first Director of Special Events, this individual will be responsible for overseeing logistics, operations, and strategy behind all of Hazon's fundraising events. This includes parlor meetings, the Israel Ride, and lay travel experiences. Under their leadership, events produced by Hazon's FRD department will contribute to Hazon's growing fundraising goals. A more robust event calendar will provide more touchpoints with our donors and prospects. While Hazon doubles down on its commitment to the Israel Ride and continues to run parlor meetings, it will also build its capacity to host larger-scale fundraising events into the future.

### **Israel Ride**

- Directly supervise Manager of the Israel Ride who will oversee Hazon's related responsibilities
- Develop and maintain strong working relationships with our Israel Ride partners, including the Arava Institute, Friends of the Arava Institute, and JNF
- Work closely with Israel Ride chairs to ensure delivery a strong ride each year
- Assist with marketing efforts, managing participant care and various components of event production for the week-long trip in Israel
- Collaborate closely with the Manager of the Israel Ride
- Be a creative outlet and strategy consultant to the ride -- providing suggestions on how to tweak the ride as well as facilitating new direction for parts that require an overhaul
- Serve as a Hazon representative to Israel Ride Board
- Travel to the Israel Ride each year

### **Parlor Meetings**

- Expand the number of parlor meetings we host each year, including several outside the NYC area
- Develop excellent working relationships with our parlor meeting hosts
- Adhere to the Hazon Seal of Sustainability to minimize environmental impact by events
- Work with Director of Development to ensure that parlor meetings meet fundraising goals

### **Donor Recognition Programs**

- Work with Director of Development to develop additional touchpoints for donors (i.e., speaking engagements, add on receptions to existing programs, etc.)
- Develop additional events/programs that bring our donors to Isabella Freedman for one day programs or overnight experiences

## Travel Experiences

- Work with travel agencies, tour guides, and trip providers to develop excellent travel experiences for our prospects and donors
- Responsible for handling all relevant logistics including contracts, payments, and arranging pre-trip orientations
- Provide remote support from New York while a trip is ongoing
- Manage post trip engagement strategy with Director of Development

## Qualifications

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- Bachelor's degree
- 5-7 years experience in event planning and/or fundraising
- Passionate about Hazon's vision of a vibrant and healthy Jewish community, in which to be Jewish is necessarily to help create a more sustainable world for all
- Experience supervising professional employees
- Possesses an entrepreneurial spirit resulting in creative approaches to events, engagement and donor cultivation
- Excellent organizational and time management skills
- Exceptional interpersonal and communication skills, with the ability to build strong and effective internal and external relationships
- Ability to work with flexibility, efficiency, enthusiasm and diplomacy both individually and as part of a team
- Ability to work and partner with multiple organizations and lay stakeholders
- Demonstrated experience in managing detailed data accurately and database organization
- Demonstrated understanding of both American and Israeli culture as well as the ability to work with a wide range of Jewish denominations
- Professional demeanor and judgement in handling confidential and sensitive donor information
- Must be able to work in a fast-paced environment and manage multiple projects as priorities change, with an exceptional eye for detail and accuracy and focused on meeting all deadlines and performance goals
- Experience with email marketing platforms preferred
- Available to work occasional nights and weekends (including the full length of the Israel Ride)
- Current US driver's license

## How to Apply

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To apply, send resume and cover letter to [jobs@hazon.org](mailto:jobs@hazon.org) with "Director of Special Events" in the subject line. Applications will be reviewed on a rolling basis starting August 14, 2019.

Salary is commensurate with experience, including benefits package.

Hazon is strongly committed to equal employment opportunities for all individuals. Hazon will make all employment decisions for staff and applicants without unlawful discrimination as to race, creed, color, national origin, gender identity and expression, age, disability, marital status, sexual orientation, alienage, citizenship or any other basis protected by law. This policy applies to all terms and conditions of employment including but not limited to recruiting, hiring, compensation, training and development, benefits, promotion, demotion transfer, discipline or termination. All Hazon staff, regardless of position, are expected to maintain and live up to the true meaning of nondiscrimination.