American Friends of
Bar-Ilan University

JOB POSTING

Event Services Manager

Marketing & Communications, Operations, Customer Service · Full-time
New York, NY, USA
USD 100k-130k / year

Title: **Event Services Manager**
Department: Marketing and Donor Engagement Reports To: Vice President, Marketing and Donor Engagement
Direct Reports: None
Location: Hybrid In-office in NYC Monday-Thursday, Option to Work Remotely Fridays
Employment Type: Full-Time
Classification: Exempt
Salary Range: $100,000 - $130,000

ABOUT THE ROLE

Position Summary

The Events Services Manager leads the planning, logistics, and execution of American Friends of Bar-Ilan University (AFBIU) events, whether a small meeting, large lecture or digital experience; advances prospect and donor engagement; and reflects the organizations and Bar-Ilan University's (BIU) excellence and mission-driven values.
The Manager oversees both in-person and digital events, including large- and small-scale events with BIU faculty members, students and staff, webinars, podcasts, and AFBIU board of directors and board committee meetings.
This role requires exceptional project management and communication skills, as well as the ability to balance strategy, logistics, and creativity in a fast-paced environment.
AFBIU is a small, collaborative, and mission-driven team. The ideal candidate will be proactive, resourceful, and passionate about producing high-quality experiences that strengthen relationships and drive impact.

Responsibilities

Event Planning, Execution and Evaluation

- Plan and manage our growing portfolio of events, including but not limited to: Private, small gatherings featuring BIU leadership, faculty, or students, mid-sized programs for targeted donor and prospect groups; l Larger public events in partnership with allied organizations; digital events such as webinars, online briefings, and podcasts.
- Own end-to-end logistics: secure guest lists, manage RSVPs, venue contracting, permits, rentals, AV, catering, décor, signage, collateral, and on-site execution.
- Work with PR vendor for run-of-show, scripts, speakers' notes, etc.
- Oversee strategic event design.

- Create collateral using Canva; ensure brand consistency and visual quality across materials.
- Source and manage vendors.
- Order, track, and manage branded materials as needed.
- Develop and maintain contingency plans to ensure seamless execution under changing circumstances.
- Maintain event calendars, production timelines, and status trackers to support planning across departments.
- Manage the ever-evolving calendar of BIU faculty, students and administers visiting the U.S. including schedules, requests for usage, flights, itineraries, accommodations and ground transport.
- Plan and execute event evaluation including feedback from attendees, presenters and AFBIU staff

Board and VIP Meeting Support

- Work with AFBIU leadership team to execute board meetings, committee meetings and other leadership gatherings.
- Coordinate donor and prospect meetings involving AFBIU and BIU leadership, handling scheduling, venue logistics, travel arrangements, and meeting materials (agendas, itineraries, briefing packets).
- Maintain professionalism, discretion, and confidentiality in all interactions with board members and high-level donors.

Donor and Prospect Visits to Bar-Ilan University

- Manage the process for planning, executing and evaluating prospect and donor visits to Bar-Ilan University in Israel – in partnership with BIU colleagues.
- Partner with AFBIU leadership and BIU colleagues to define visit goals, develop itineraries, and ensure meaningful, personalized experiences.
- Oversee coordination of meetings with BIU leadership, faculty, staff, and students.
- Prepare itineraries, agendas, and briefing materials in advance, ensuring timely post-visit follow-up with fundraisers.

Digital Event Management

- Work with PR vendor to manage production and delivery of webinars, podcasts, and virtual events in collaboration with external vendors.
- Oversee scheduling, speaker coordination, technical rehearsals, and live execution to ensure a smooth participant experience.
- Support integration of digital content into AFBIU's donor engagement and marketing calendar.

Budgeting, Tracking and Reporting

- Build and manage event budgets; track expenses, vendor invoices, and reconciliations
- Deliver events on time and within budget.
- Ensure attendance, notes, and outcomes are recorded in Raiser's Edge and internal tools (e.g., Airtable).
- Produce post-event reports and analyze performance metrics (attendance, engagement, ROI) to inform future planning.

Cross-Team Collaboration

- Work closely with fundraisers on guest strategy, planning and execution
- Collaborate with the marketing team on event promotion, digital assets, and post-event communications.
- Liaise with BIU counterparts in Israel to align content, speakers, and strategic objectives.
- Support the VP of Marketing and Donor Engagement relative to executive briefings and speaking materials.
- Other marketing and communication support as needed.

Core Competencies

- Event Mastery: Proven ability to manage logistics and execution for multiple events across different scales and locations.
- Strategic Thinking: Understanding of how events advance fundraising and donor engagement goals and the elements needed to support this.
- Technical Fluency: Understanding of Canva, webinar platforms (Zoom) and Microsoft Office; familiarity with Raiser's Edge and Airtable a plus.
- Vendor Management: Experienced in sourcing, negotiating, and managing vendors to ensure quality, efficiency, and alignment with AFBIU's brand.
- Project Management: Highly organized, proactive, and detail-oriented with the ability to juggle multiple priorities.
- Creative Problem Solving: Resourceful, calm under pressure, and adaptable to changing circumstances.
- Communication: Clear, responsive communicator with strong writing and interpersonal skills.

Expertise and Experience

- Bachelor's degree required; background in event management, nonprofit administration, or related field preferred.
- Three to five years of professional experience in event production, donor relations, or advancement operations, preferably in a mission-driven or nonprofit setting.
- Demonstrated experience managing both in-person and digital events from concept to completion.
- Proficiency in project management tools and workflows; experience maintaining detailed event trackers and budgets.
- Willingness to travel (both domestic and internationally) and work evenings/weekends aligned with event schedules.
- Familiarity with Jewish philanthropy, higher education and/or Israel-based organizations preferred.

HOW TO APPLY

To apply, send your resume and a cover letter explaining why you're excited about and qualified for this opportunity to jobs@afbiu.org. Please reference the job title in the email subject.

We appreciate all applicants; however, because of the high volume of interest in our open positions, only those selected to move forward in the process will be contacted.

American Friends of Bar-Ilan University is an equal opportunity employer.

ABOUT OUR WORKPLACE

Employee Benefits

American Friends of Bar-Ilan University is committed to supporting our employees' well-being, work-life balance, and professional growth. Our comprehensive benefits package includes:

- **Comprehensive health coverage** — medical, dental, and vision plans
- **Generous paid time off**, including Jewish and U.S. holidays, plus early closings on Fridays for Shabbat and on many holiday eves
- **403(b) retirement plan** with employer contribution
- **Pre-tax benefits,** including flexible spending accounts (FSA) and TransitChek
- **Disability and life insurance** coverage
- **Support for professional development and continuing education**

Location and Work Arrangements

AFBIU values in-person collaboration and teamwork, so our NYC-based team members work from our NYC office Monday to Thursday and remotely on Fridays. Please note that, due to the need for close collaboration with colleagues at Bar-Ilan University in Israel, candidates must be able and willing to occasionally take calls or video meetings outside standard U.S. business hours to accommodate the time zone difference.

Additional Information

- **Travel**: Occasional domestic and international travel.
- **Work Authorization**: Applicants must be authorized to work in the United States at the time of application. AFBIU does not provide visa sponsorship for this position.
- **Equal Opportunity Employer**: American Friends of Bar-Ilan University (AFBIU) is an equal opportunity employer and is committed to building a diverse and inclusive team. We do not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, marital status, or veteran status. We welcome applicants of all backgrounds who are committed to AFBIU's mission and values.

ABOUT AFBIU

American Friends of Bar-Ilan University (AFBIU) supports Bar-Ilan University in Israel by engaging U.S. partners and donors to advance education, research, and innovation that strengthen Israel and benefit the world.

Bar-Ilan University, located near Tel Aviv, is one of Israel's leading institutions of higher learning—renowned for its cutting-edge research, commitment to social responsibility, and integration of Jewish values with academic excellence. Through our work, AFBIU helps ensure that Bar-Ilan continues to educate future leaders and drive positive change in Israel and beyond. Our organizational budget is approximately $8M and our staff size is approximately 20.