



Director of Events and Experiences

Overview:

Founded in 1972, [Americans for Ben-Gurion University \(A4BGU\)](#) is a nonprofit organization that raises funds and awareness, and runs programming within the United States in support of Ben-Gurion University of the Negev (BGU). *Americans for Ben-Gurion University plays a vital role in sustaining David Ben-Gurion's vision: creating a world-class institution of education and research in the Israeli desert, nurturing the Negev community, and sharing the University's expertise locally and around the globe.*

A4BGU is seeking a collaborative, creative, and service-oriented Director of Events & Experiences who will strategize, execute and direct events and travel experiences in support of its mission and fundraising goals and objectives. The Director of Events & Experiences will work across multiple departments to understand their specific goals and will provide an event-driven strategy to achieve them. Reporting to the Director of Marketing, this individual will enhance and reimagine existing events and create new experiences. The ideal candidate will have a minimum of seven years of experience in event planning and management and experience producing virtual and hybrid events. *This position includes domestic and international travel up to 30%.*

Key Responsibilities:

- Create an overarching events and experiences strategy and corresponding calendar supporting A4BGU outreach and fundraising goals
- Plan two annual board meetings in the U.S., and at least one travel experience tied to BGU's board of governors each summer
- Design, plan, and oversee one annual national virtual event, working in partnership with all internal departments and outside vendors to produce a pre-recorded program
- Provide supervision and leadership to the Marketing & Events Coordinator
- Collaborate with BGU faculty and marketing team to plan, manage and execute A4BGU's #WebinarWednesday virtual series
- Work with local chapter professionals to produce an annual gala in their respective markets
- Produce and provide support, as needed, for the organization's virtual events, including board meetings, co-sponsored webinars, events and parlor meetings
- Plan and execute events that showcase BGU faculty to donors, prospects and the community at-large
- Bring BGU to the U.S. (events) and bring the U.S. to BGU (experiences)
- Work closely with the marketing team to create effective collateral and social media content specific to each event
- Maintain collaborative partnerships with members of the national staff, regional staff, BGU staff, and BGU faculty members
- Direct and/or oversee all other event planning logistics such as date selection and schedule building; site selection including meeting space, sleeping rooms, meals and tours; vendor identification and negotiation; speaker and entertainment preparation; and events and experience/mission staffing including assignments, advance orientation/training and on-site management

Position Summary

Posted: March 2022

Start Date: ASAP

Salary Range: \$95,000-\$115,000 DOE

Location: New York City/Remote Hybrid

Qualifications & Skills:

- 7+ years progressively responsible experience and exposure to event planning and management
- Experience producing virtual and hybrid events
- Bachelor's degree
- Willingness to travel up to 30%
- Highly-organized with the ability to multi-task and prioritize
- Outstanding communication skills, written and verbal
- Creative out of the box thinker who can develop exciting programs
- Ability to build and maintain positive relationships and actively contribute as a member of working teams
- Knowledge of and passion for Israel and/or scientific research
- Comfort working both independently and remotely, and as part of a team
- Proficiency working with business technology including MS Office Suite and Zoom required
- High degree of familiarity with event management and registration software
- Strong knowledge of social media platforms as well as relevant trends and tools
- Passion for the A4BGU mission and the ability to promote and communicate mission impact to stakeholders

To apply, please submit a resume & cover letter to **Jamie Perry, Evolve Giving Group:** jamieperry@evolvegg.com

A4BGU is an equal opportunity employer.

