



GORDON JCC
NASHVILLE

LEAD EVENTS MANAGER JOB DESCRIPTION

TITLE: Lead Events Manager

SUPERVISOR: Senior Director of Programs

DEPARTMENT: Events and Rentals

CLASSIFICATION: Full-Time; Hourly

PURPOSE:

The lead events manager plays a central role in planning, booking, and executing all internal and external events held across Gordon JCC venues. This position serves as the primary point of contact for event rentals and community-wide events, ensuring seamless coordination, strong client experiences, and high-quality execution that reflects the culture, values, and mission of the Gordon JCC. This role combines event strategy, logistics, vendor management, donor-facing events, and facility rentals. This requires a highly organized, proactive, and service-oriented professional who thrives in a fast-paced, community environment.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent combination of education and relevant experience.
- 2+ years of event management experience, preferably in a nonprofit or community setting.
- Proven ability to manage multiple, complex events simultaneously.
- Ability to work nights and weekends.

DUTIES & RESPONSIBILITIES:

- Serves as the lead contact for all Gordon JCC venue rentals, meetings, and community programs.
- Work directly with internal stakeholders, community members, and external clients to schedule, plan, and execute events from start to finish.
- Create quotes, contracts, invoices, and track payments related to events and rentals.
- Oversee and coordinate all event logistics, including:
 - Staffing needs
 - A/V technical support
 - Catering and outside vendors
 - Housekeeping and security
 - Accessibility and risk management requirements

- Troubleshoot and resolve issues proactively before and during events to ensure smooth execution.
- Partner with Gordon JCC leadership to plan and execute high-quality events with clear goals and outcomes, particularly donor-facing and engagement events.
- Develop standardized event templates, timelines, and processes to improve collaboration and consistency across departments.
- Manage the master annual events and engagement calendar.
- Develop and maintain strong relationships with event vendors (catering, A/V, rentals, florists, contractors, etc.).
- Manage event and rental budgets, contracts, and vendor payments.
- Draft and coordinate event-related communications as needed, including invitations, save-the-dates, itineraries, welcome materials, and post-event follow-ups.
- Ensure attendee information is captured accurately for future engagement and stewardship.
- Facilitate post-event debriefs to evaluate effectiveness, successes, and opportunities for improvement.
- Act as a collaborative partner across departments, supporting staff and leadership with event-related needs.
- Exercise discretion, independent judgment, and strong problem-solving skills.
- Maintain a flexible schedule, including evenings and weekends, based on event demands.
- Manage and supervise the Events Coordinator.
- Perform additional duties as needed to support the mission and goals of the Gordon JCC.

JOB BENEFITS:

- Health, Vision, and Dental coverage available
- Life Insurance, optional 403(b) plan
- Paid Time Off (PTO)
- Paid Holidays
- Employee Program Discounts
- Professional Development Opportunities – Conferences & Licenses.