



Fundraising Events Coordinator (Permanent FT)

Starting Date: ASAP

Posting: #2021-17

About us: Hospice Wellington provides and promotes hospice palliative care to individuals with life-limiting illness, and their families. All programs and services are provided at no cost to clients.

Your opportunity: The Fundraising Events Coordinator is a key member of our Fund Development team and reports to the Marketing & Fund Development Lead and the Executive Director at Hospice Wellington. In this role you will be expected to successfully coordinate fundraising, organizational and brand awareness events. You will coordinate Hospice Wellington's main yearly events, third party events, internal events and coordinate supportive communications, marketing, social media, and advertising materials for these events and help expand awareness of events and Hospice Wellington. This role will involve a working relationship with all staff within Hospice Wellington including volunteers, supporters of Hospice Wellington and liaison with vendors and community sources.

Your responsibilities: This role works within the Fund Development team in planning, budgeting, compliance, accountability and policy and procedure, in alignment with our organization's Strategic Plan.

Hospice Wellington Events: The role will be responsible for planning from initial stages through to completion, being responsible for budgeting, development, and management of the Hospice Wellington events (including, Handbags for Hospice, Hike for Hospice, Tree of Remembrance) ensuring the events are effectively designed, planned, and run successfully. The role will act as the key contact point, coordinating external vendors, budgeting, and expenses, coordinating the event databases, registrations, and tickets, preparing materials, and organizing communications, social media, marketing, and website content.

Third Party Events: The role will help expand, liaise with and support fundraising event and activities conducted by external individuals, organizations, sponsors, companies that want to support Hospice Wellington.

General responsibilities: Coordinate Hospice Wellington event communications brochures, social media, website, microsites for events, marketing, graphics, audio visual presentations and advertising and public or media relations duties. Manage and maintain contacts and databases for events and communications. Research and development of event and fundraising strategies, create and manage yearly budget and event schedule. Work as a part of the Community team on other activities as required.

Maintain all general administration tasks associated with the role including, telephone, email, communication website and database maintenance. Weekend and evening and travel will be expected at times.

Essential Qualifications:

- Post-secondary education in related fields, or equivalent experience.
- 3-5 years of related experience in events planning.
- Moderate to advanced experience in event planning & execution. Demonstrated experience in a similar role working on a diverse range of events including but not limited to galas, fundraising events, community events, involving various stakeholders and with differing purposes.
- Moderate to advanced experience with social media platforms & paid promotion.
- Strong planning, project management and multi-tasking skills and demonstrated ability to meet multiple and conflicting demands and deadlines.
- Experience with donor databases, specifically *Micharity*.
- Knowledge of fundraising and fundraising and event online platforms.
- Knowledge of website updating/editing.
- Ability to work independently and collaboratively with various levels of staff, faculty, external and industry contacts.
- Superior written, oral, and interpersonal skills.
- Experience with photoshop, graphic design audio & video production an asset.

To be successful in this role you will be:

- ✚ Accountable.
- ✚ Outstanding communication skills.
- ✚ Strong attention to detail with excellent organizational and planning skills.
- ✚ Results oriented.
- ✚ Proactive self-starter with innovative and creative abilities.
- ✚ Diplomatic.
- ✚ Organized and reliable.
- ✚ Excellent Multi-tasker and Team player.
- ✚ Ability to develop strong stakeholder, donor, and corporate relationships through effective interpersonal, negotiation, mediation, and representation skills.
- ✚ Effective relationship building skills.

This is a full-time position, 37.5 hours per week. Weekdays – timing flexible based on requirements of the position. Evenings and weekends where necessary.

Please express interest by submitting a paragraph outlining why you feel you are a strong candidate for this position, along with your resume, noting the posting number #2021-17 to info@hospicewellington.org by September 17, 2021.

Hospice Wellington is an equal opportunity employer. Accommodations are available for all parts of the recruitment process.

Applicants need to make their needs known in advance.

We thank all applicants for their interest; only those who are selected for an interview will be contacted.

Upon hire, a current Level 3 - Vulnerable Sector Police Check will be required.