



POSITION TITLE: **Coordinator, Events & Fundraising**

Reports To: **Manager, Events & Partnerships**

Supervises: **No direct supervisory responsibilities**

Under the direction of the Manager, Events & Partnerships and working closely with volunteers, staff and community partners, the Coordinator, Events & Fundraising will manage a portfolio of fundraising campaigns, third party events; engaging sponsors and participants to maximize net revenue.

An understanding of fundraising tools, and animal welfare is important. Experience with event planning is an asset.

PRINCIPLE ACCOUNTABILITIES:

- Manage a portfolio of events, sometimes with overlapping timelines; including giving campaigns, third party fundraisers, contests and raffles;
- Develop and execute a critical path and checklist for each event or campaign ensuring deadlines are met;
- Develop and manage event budgets with direction from the Manager, Events & Partnerships and evaluate each event objectively; identify and pursue opportunities to enhance the net return;
- Prepare and present presentations towards sponsors, volunteers, public stakeholders
- Work with Manager, Volunteers and volunteers providing leadership and support;
- Create and foster partnership, sponsorship and fundraising opportunities with surrounding businesses and organizations (community groups and service clubs);
- Work with Manager, Marketing & Communications to develop marketing strategies for each event and campaign
- Update and maintain online fundraising pages including creating new pages for urgent appeals, updating existing pages and managing our peer to peer fundraising pages
- Manage and expand a portfolio of third party events, developing relationships and providing assistance to organizers with planning advice, organization support and on-site support, as needed;
- Assist Manager, Events & Partnerships with the execution of events, as needed;
- Keep current on the Humane Society's programs and initiatives. Be fully knowledgeable on key activities and be an inspiring Ambassador and champion for the organization.

In addition to the duties listed above, the Centre expects the following of each Full and Part Time staff member: adhere to The Humane Society policies and procedures; works in a safe manner; acts as a role model within and outside the Centre; seeks out opportunities for continuous professional development; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department



issues; demonstrates efficient time management and prioritizes workload; consistently reports to work on time prepared to perform duties of the position; meets department productivity standards; participates in The Humane Society events as needed or required; and, completes other duties as assigned.

POSITION REQUIREMENTS:

A weekly commitment of 40 hours a week with duties varying according to event schedules/non-school days/weeks and including weekdays, evenings, or weekend times.

The following are general descriptions of some of the requirements necessary to carry out the duties and responsibilities for this position. The Coordinator, Campaigns & Digital Events must have the following attributes and skills, among others:

- Post-secondary education in event management, fundraising, or equivalent of education and experience, preferred;
- Experience in fundraising, event planning and execution;
- Experience in working with a database management system;
- Demonstrated relationship building skills;
- Excellent communication skills, both written and oral;
- Comfortable in public speaking engagements and presentations;
- Strong organizational skills able to manage tasks and volunteers in a courteous, timely manner;
- May be required to work evenings and weekends;
- Time management skills as incumbent will be required to work from both centres.
- Be a proactive, detail-oriented, committed member of the Development team.
- Proven ability to build a portfolio of prospective donors resulting in new revenue to the Society.
- Ability to communicate effectively (verbal and written) in concise, creative, and persuasive manner with internal and external stakeholders.
- Accountable for a high degree of accuracy, attention to detail, and a meticulous approach to work and exceptional follow through.
- Ability to work under pressure utilizing excellent project management, prioritization and time-management skills are required to manage multiple on-going projects simultaneously.
- Excellent computer skills including MS Office applications experience, especially Word, Excel, and PowerPoint.
- Ability to work collaboratively or independently with minimal administrative support.
- A proactive individual with strong relationship building skills.
- Valid Ontario driver's license and access to a reliable vehicle.



- As part of our hiring process, the successful candidate must provide a satisfactory police background check

WORKING CONDITIONS:

- May be exposed to infectious waste, diseases, conditions, etc., including exposure to viruses and bacteria.
- Interacts with community.
- Holds valid Ontario driver's license and travel within area and outside of city.
- Public speaking in different areas and venues.
- Manual dexterity required to use desktop computer and peripherals.
- Intermittent physical activity including walking, standing, sitting, lifting, and supporting animals.

COMMITMENT:

- Able to attend to work-related matters that occur after regularly scheduled work hours.
- Demonstrated regular and consistent attendance and punctuality.