



## Position Description

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| <b>POSITION:</b>   | Manager, Events & Partnerships  |
| <b>REPORTS TO:</b> | Director, Development           |
| <b>SUPERVISES:</b> | Coordinator, Events & Campaigns |

The Humane Society of Kitchener Waterloo Humane Society & Stratford-Perth (The Humane Society) is a recognized leader in Animal Welfare. Our mission is to be leaders in animal welfare in our communities focusing on the responsible treatment of animals through education, compliance, advocacy and care.

Under the direction of the Director, Development, and in accordance with The Humane Society of Kitchener Waterloo & Stratford Perth philosophies, policies and procedures; Manager, Events & Partnerships would work closely with volunteers, staff and community partners to manage a portfolio of events and campaigns; engaging sponsors and participants to maximize net revenue. This role requires strong understanding of fundraising tools and regulations.

### **PRINCIPLE ACCOUNTABILITIES:**

- Manage a portfolio of events, largely volunteer driven, sometimes with overlapping timelines; including in house events, lunch and learns, and community events;
- Directly supervises the Coordinator Events & Campaigns, Campaigns event volunteers carrying out supervisory responsibilities in accordance with the Society's policies and applicable laws.
- Mentors, coaches and supports Coordinator, Events & Campaigns in the planning and coordination of Humane Society and third-party Development activities.
- Develop and execute a critical path and checklist for each event ensuring deadlines are met;
- Prepare and present material to staff, volunteers, media, public stakeholders as necessary;
- Manage volunteers providing leadership, direction and support;
- Develop and manage event budgets with direction from the Director of Development;
- Create and foster partnership, sponsorships and fundraising opportunities with area businesses and organizations (community groups and service clubs);
- Work with Volunteer Manager regarding staffing of all events;
- Evaluate each event objectively; identify and pursue opportunities to enhance the net return.
- Work closely with Senior Development Officer to build prospect lists for corporate donations and naming opportunities.

## **POSITION REQUIREMENTS**

A weekly commitment of 40 hours a week with duties varying according to event schedules 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 Manager, Events & Partnerships must have the following attributes and skills, among others:

- Post-secondary education in event management, fundraising, or equivalent of education and experience, preferred;
- Fundraising experience, including securing sponsorships;
- Experience in working with a database management system;
- Demonstrated relationship building skills;
- Experience in developing communication material using a variety of tools including social media and print;
- Experience in website management helpful;
- Excellent communication skills, both written and oral;
- Comfortable in public speaking engagements and presentations;
- Time management skills as incumbent will be required to work from both centres.
- Strong organizational skills able to manage tasks and volunteers in a courteous, timely manner;
- Must be able to provide Current Police Check;
- Holds valid driver's license and have access to a reliable automobile;

## **CORE COMPETENCIES**

- Strong communication skills
- Strong project and task management skills
- Able to think critically and express thoughts clearly
- Results oriented
- Detail-oriented and a critical thinker

## **WORKING CONDITIONS**

- Travel between centres will be required
- Must be able to attend evening and /or week-end meetings and events
- Manual dexterity required to use desktop computer
- Regular work week with some weekends; must be able to attend meetings and events as needed
- Must be able to lift and carry event supplies in the normal course of daily work
- Ability to attend and conduct presentations internally and externally, and participate in The Humane Society events as needed or required.

**VALUES:**

The employee must demonstrate ability to work effectively with others (including co-workers, volunteers, customers and others) by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; and, addressing problems and issues constructively to find mutually acceptable and practical business solutions.

In addition to the duties listed above, the Centre expects the following of each Full and Part Time staff member: adhere to KWSPHS 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 KWSPHS events as needed or required; and, completes other duties as assigned.

The above statements are not intended to be an all-inclusive list of the duties and responsibilities of the position. Rather, they are intended only to describe the general nature of the job.