



Manager, Events & Partnerships (Full Time)

We are seeking an experienced **Manager, Events & Partnerships** to join our team and lead a variety of events and campaigns. Reporting to the Director of Development, you will be responsible for managing a portfolio of fundraising events, working closely with volunteers, staff, and community partners to maximize revenue. You will oversee sponsorships, corporate partnerships, and event logistics while ensuring that all events align with the values and mission of The Humane Society. This role requires excellent organizational, leadership, and communication skills.

What you will be doing:

- Managing a portfolio of events, including volunteer-driven and community events, sometimes with overlapping timelines.
- Supervising the Coordinator, Events & Campaigns, and event volunteers, ensuring compliance with The Humane Society's policies and relevant laws.
- Mentoring and coaching the Coordinator, Events & Campaigns, in planning and coordinating both internal and third-party events.
- Developing and executing detailed event plans, ensuring deadlines are met for all tasks.
- Preparing and presenting event materials to staff, volunteers, media, and stakeholders.
- Leading, supporting, and managing volunteers in a courteous and timely manner.
- Developing and managing event budgets with guidance from the Director of Development.
- Fostering partnerships and securing sponsorships with local businesses, community groups, and service clubs.
- Collaborating with the Volunteer Manager to ensure proper staffing for events.
- Evaluating the success of events and identify areas for improvement to enhance net revenue.
- Working closely with the Senior Development Officer to build a prospect list for corporate donations and naming opportunities.

Who You are:

- You have a Post-secondary education in event management, fundraising, or equivalent experience preferred.
- You have a proven experience in fundraising, including securing sponsorships.
- You are proficient in using a database management system.
- You have strong relationship-building skills, with experience fostering partnerships and working with volunteers.

- You have excellent communication skills, both written and verbal, including experience in public speaking and presentations.
- You have experience creating communication materials through social media, print, and digital platforms.
- Website management experience is an asset.
- You have strong organizational skills and ability to manage multiple tasks and timelines.
- You hold a valid Ontario driver's license and have access to a reliable vehicle.

Core Competencies:

- Strong communication and interpersonal skills.
- Project and task management expertise.
- Critical thinking and problem-solving abilities.
- Detail-oriented with a focus on results.

Working Conditions:

- Travel between The Humane Society's centres will be required.
- Must be available to attend evening and weekend meetings and events.
- Ability to lift and carry event supplies.
- Regular use of a desktop computer.
- Participation in Humane Society events, both internally and externally, is expected.

The Perks:

- Annual Salary of \$53,400 - \$65,900
- Flexible work schedule
- Comprehensive Health & Dental benefits
- Company RRSP Matching
- Employee Assistance Program
- Access to staff pet food program (discounted retail prices)
- Access to staff veterinary services program
- An environment always filled with adorable animals
- Bring your pet to work OR enjoy others pets while you work!

If this role is calling your name, we look forward to hearing from you! Please forward your resume and cover letter to **hr@kwsphumane.ca**

The full job description is available at <https://kwsphumane.ca/careers>.

The Humane Society warmly welcomes applications from people of all backgrounds and groups. We are committed to a culture of inclusivity and collaboration that celebrates diverse perspectives and voices.

We thank all candidates for their applications; however only those selected for an interview will be contacted.