



Job Posting Event Co-ordinator

Helping to give all kids the best chance to live a long and healthy life — that's what we do at the Stollery Children's Hospital Foundation. Is that what you want to do, too?

The position

We are looking for an Event Co-ordinator who will be responsible for event support, data management, and administrative support to enhance the functioning and overall performance of events.

Everything we do is for Stollery kids and their families. As a member of our team, you'll work in a trust-based, collaborative culture with solution-focused team members who encourage ideas, take initiative, embrace change, and celebrate successes.

The Stollery Children's Hospital Foundation (the Foundation) is strongly committed to an inclusive, respectful, and equitable workplace that represents the communities we serve. We value applicants with a diverse range of skills, experiences, and competencies, and especially welcome applications from racialized persons/persons of colour, Indigenous Peoples, persons living with disabilities, 2SLGBTQIA+ persons, and others who may contribute to the further diversification of ideas.

Key responsibilities

Reporting to the Senior Manager, Events, Volunteer Engagement and SWN, you will:

Event support:

- Participate in internal/external operational meetings; distribute agendas & prepare and distribute meeting minutes
- Participate in post-event evaluation and identify opportunities for improvement
- Respond to general questions from donors and participants through phone and/or email
- Update and manage event information on the website
- Track information to support special events planning, including registration and peer-to-peer fundraising totals
- Pull reports and attendee lists to support event communication and stewardship
- Co-ordinate tax receipting for events, ensuring accuracy of receipting requirements. Assist with tax receipt inquiries
- Assist events team in maintaining registration and peer-to-peer fundraising pages required for events
- Support event team to complete on-site set-up and event roll-out
- Provide on-site coordination and role-specific training for volunteers and staff to ensure they successfully fulfill their duties
- Provide on-site troubleshooting as necessary for issues that arise
- Manage event mail-outs, including registration packages and incentives
- Conduct research to identify potential prospects for sponsorship, and to identify potential gift-in-kind (GIK) partners
- Secure event silent auction items and/or gift in kind donations
- Manage live and silent auction process and arrange or accept payment for purchases
- Follow up with auction purchasers and/or donors and assist with follow through of purchase commitments



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- Manage the GIK process to ensure benefits are fulfilled, donations are tracked and donors are thanked
- Steward and build relationships for gift in kind contributions, auction items, event giveaways, etc
- Maintain donor records in Raiser's Edge including regularly input of proposals and stewardship activities
- Manage event supply inventory, track proper quantities and re-order as needed
- Work with Events and External Relations & Communications teams to complete and manage event collateral inventory and spreadsheets
- Create sponsorship signage using templates provided by ER&C
- Work with external vendors to order event collateral
- Participate in cheque presentations and other recognition
- Represent the Foundation's values and leadership competencies at all times; be an example for others
- Provide support to the planning of various other events (ex. donor recognition events)

General administration:

- Promote the 'one team' culture by working across the Foundation to provide support and expertise as needed
- Actively promote, participate in, and be an ambassador of the Foundation's fundraising activities and events as needed (this can include evening and weekend activity)

As our ideal candidate, you're someone who is:

- Educated, ideally with a bachelor's degree or diploma in a related field or a combination of equivalent skills and experience
- Experienced with a minimum of two (2) years in events and/or administration
- Experienced with Adobe Illustrator and editing vector files
- Able to demonstrate strong written and verbal communication skills
- Able to work collaboratively with internal and external stakeholders and with a wide variety of personalities and situations with discretion
- Able to demonstrate excellent administrative and computer skills, with working knowledge in the Microsoft Office suite of products, Raiser's Edge (or similar database system) and Adobe programs
- Knowledgeable of peer-to-peer fundraising platforms
- Familiar with web content management systems and web design
- Highly disciplined with the ability to manage multiple priorities, has an eye for detail and ability to follow through and deliver on a variety of commitments and deadlines
- Able to demonstrate strong planning, organizational and problem-solving skills; able to make sound decisions
- Able to thrive in a dynamic, fast-paced environment; is flexible and adaptable to changing circumstances and unexpected issues
- Approachable, open, self-motivated, accountable, flexible, tactful and professional
- Positive with a solution-focused attitude who can take initiative and work both independently and as part of a dynamic team
- Passionate about children's health and building grassroots movements



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- Able to work flexible hours, evenings and weekends, and travel as required
- Able to maintain a valid class 5 driver's license with personal access to a properly insured vehicle

Additional information

- Our successful applicant will be required to undergo a background and credit check
- Our successful applicant will be required to maintain a valid driver's license and access to a properly insured vehicle

The salary range for this position is \$59,500 to \$67,000 annually.

If this position describes you and you're motivated to make a difference in the lives of children, we invite you to submit your cover letter and resumé. This position will remain open until July 20, 2025 or until we find a qualified candidate who's a great addition to our vibrant culture.

To apply, please email: jobs@stollerykids.com

**** Enter "Event Co-ordinator" in the subject line.**