



Job Posting Event Specialist

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 Specialist who will be responsible for the planning, execution, evaluation, and follow-up of major fundraising 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 planning:

- Contribute to the annual budget planning process to ensure updated cost projections for events are captured; be accountable for project variances
- Utilize event templates and project management processes to develop and execute detailed project plans to ensure budget compliance and event caliber is maintained
- Work with Senior Manager to create RFP's as needed
- Ensure existing event contracts are renewed annually; grow venue relationships and work with contacts to coordinate logistical requirements
- As a project lead, propose a suitable event program and implement accordingly
- Collaborate with external stakeholders as required for partnership and/or signature events to execute the event plan effectively
- Collaborate with the External Relations & Communications team to develop key messages, event promotional materials, event communications program, and auction promotional materials
- Propose event resource plans for staff, collaborate with volunteer team to create resource plan for volunteers, and partner with the volunteer team to train the necessary volunteers
- Coordinate with external event committees to secure auction packages to achieve targeted event budget and book a reputable auctioneer for the event and book a reputable auctioneer for the event
- Secure event silent auction items and/or gift in kind donations; book vendor for silent auction electronic bidding and co-ordinate during event to support bidding promotion
- Arrange for event payment collection process, i.e. in take set-up, credit card processing
- Support securing key event sponsors; steward and build relationships for gift in kind contributions, auction items, event giveaways, etc.



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- Work with Sponsorship lead to ensure sponsorship benefits are fulfilled, budget objectives are met, and ROI activities are supported
- Work with Sponsorship lead to create new sponsorship opportunities and recognition benefits to ensure we remain a charity of choice for sponsors
- Source best practices related to event management; assess how these practices might enhance the Foundation's event management plan; make recommendations to continually evolve event practices and processes
- Lead internal/external operational meetings; develop agendas & prepare meeting minutes

Event execution:

- Work with the venue team and other contractors (e.g., caterers, entertainment, etc.) 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 live and silent auction process and arrange or accept payment for purchases

Post event evaluation and follow-up:

- Identify post event follow-up to recognize volunteers, sponsors, and participants, and work with the stewardship team to develop a plan to implement
- Participate in post-event evaluation and identify opportunities for improvement. Document these opportunities in the final report with ideas for implementation in the following year
- Complete final budget reconciliation and explain variances. Submit gross totals to be used for announcements
- Co-ordinate tax receipting for events, ensuring accuracy of receipting requirements
- Follow up with auction purchasers and/or donors and assist with follow through of purchase commitments
- Compile, document, and submit all gift in kind donations

Internal support and event administration:

- Maintain donor records in Raiser's Edge, including regular input of proposals and stewardship activities
- Maintain registration and peer-to-peer fundraising pages required for events in Team Raiser
- Provide expertise and support to the planning of various other events (i.e., donor recognition)
- Attend meetings and press conferences as needed
- Participate in cheque presentations and other recognition events

Leadership:

- Represent the Foundation's values and be an example for others
- Actively promote, participate in, and be an ambassador of the Foundation's fundraising activities and events to build relationships and further the work of the Foundation



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

- Educated, ideally with a bachelor's degree or diploma in a related field (e.g., marketing, event planning) or a combination of equivalent skills and experience
- Experienced, with a minimum of three (3) to five (5) years in event planning
- Experienced in successfully leading large events
- Experienced in event project management, managing multiple large projects, able to translate plans into action
- Able to work with a wide variety of personalities and situations with discretion; a confident, insightful, and skilled relationship builder
- Able to demonstrate strong leadership skills with the ability to effectively motivate, influence, and lead large groups to achieve objectives
- Skilled at issues management, able to identify, report, and resolve issues on a timely basis
- Knowledgeable of peer-to-peer fundraising platforms
- Able to demonstrate strong written and verbal communication skills with the ability to make compelling presentations
- Innovative and creative, focused on finding new ways of doing things and exploring creative solutions to issues
- Approachable, self-motivated, accountable, flexible, tactful, and professional
- Highly disciplined with the ability to deliver on a variety of commitments and deadlines
- Passionate about children's health and building grassroots movements
- Able to thrive in a dynamic, deadline-driven environment, carrying multiple projects at once
- Positive with a solution-focused attitude who can take initiative and work both independently and as part of a dynamic team
- Able to demonstrate excellent administrative skills, with experience in the Microsoft Office suite of products and Raiser's Edge database management
- 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 \$67,000 to \$75,000 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 Specialist" in the subject line.**