



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 hiring two event specialists. Reporting to the director, national partnerships & events, the event specialist is 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 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, LGBTQ+ persons and others who may contribute to the further diversification of ideas.

Key responsibilities

Reporting to the director, national partnerships & events, you will:

Event planning:

- Contribute to the annual budget planning process to ensure updated cost projections for events are captured; be accountable to project variances
- Utilize event templates and project management processes to develop and execute detailed project plans to ensure budget compliance and event caliber are maintained
- Work with director to create RFPs and negotiate new contracts as needed
- Ensure existing event contracts are renewed annually; grow venue relationships and work with contacts to co-ordinate 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 effectively execute the event plan
- Collaborate with the marketing & communications team to develop key messages, event promotional materials, event communications programs and auction promotional materials
- Propose event resource plans for staff and volunteers, and partner with the volunteer team to select and train the necessary volunteers
- Co-ordinate with external event committees to secure auction packages to achieve targeted event budget; book a reputable auctioneer for the event as needed
- 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., intake set-up, credit card processing, staff assignments
- Support securing of key event sponsors; steward and build relationships for gift-in-kind contributions, auction items, event giveaways, etc.
- Work with sponsorship lead to ensure sponsorship benefits are fulfilled, budget objectives are met and ROI activities are supported



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- 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 and 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 co-ordination and role-specific training for volunteers and staff to ensure they can 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 an implementation plan
- 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
- Provide expertise and support to the planning of various other events (i.e., donor recognition)
- Attend meetings and media events 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

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



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- Experienced in event planning 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

Additional information

- The Stollery Children's Hospital Foundation requires all employees and new hires to be fully immunized against COVID-19, and to provide proof of this immunization. Employees who cannot be fully immunized on the basis of a protected ground (i.e., medical or religious) may request an exemption.
- 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

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. **We are hiring for two positions**, and they will remain open until we find a qualified candidate who's a great culture fit.

To apply, please email: Jobs@stollerykids.com

**** Enter "Event specialist" in the subject line.**