



<b>Job Description</b>	Events Coordinator
<b>Date Prepared</b>	December 13, 2021
<b>Reports to</b>	Director of Development and Partnerships
<b>Immediate Reports</b>	None
<b>Status</b>	Full-Time
<b>Salary Expectations</b>	\$43,550 to start plus benefits

### **Job Purpose**

The Events Coordinator supports the event portfolio in achieving revenue targets for Sunshine, by securing sponsorship, lending expertise to community-based events, and liaising with external event management consultants.

### **Duties and Responsibilities**

- Identify and develop collaborative partnership opportunities with key community partners to effectively implement strategies for the events portfolio.
- Assist with logistics, fundraising, recruitment, and promotion of signature events.
- Build, retain and steward relationships with key stakeholders within the event portfolio.
- Identify, cultivate, and secure sponsorships and prizes for events.
- Work to maximize opportunities for third-party events.
- Utilize effective project management strategies to coordinate external event management consultants, manage resources, risks, and timelines.
- Utilize fundraising and event digital platforms and software for TeamRaiser and DreamRaiser to promote and expand Peer-to-Peer fundraising.
- Support achievement of overall Events and Fund Development budgets.
- Work with the Director of Development and Partnerships to develop growth strategies for the event portfolio.
- Be initial contact for new external event inquiries.
- Ensure event calendars and Raiser's Edge are kept up to date.
- Occasional attendance at events, as required, possibly outside of regular business hours.
- Lifting and moving of equipment may be required.
- Provide administrative support and assist with special projects as required.

### **Qualifications**

- At least 2 years proven experience working in fund development, sponsorship and event experience an asset.

- A Bachelor's Degree is required.
- CFRE designation is an asset.
- Strong planning, project management and budget management skills; ability to manage multiple projects from conception to completion within tightly prescribed timelines and with minimal supervision.
- Knowledge of industry leading special event models and best practices.
- Outstanding interpersonal, leadership and analytical skills.
- Proven ability to influence and get things done through others.
- Comfortable making cold calls to solicit for sponsorships, prizes, volunteers, potential event participants.
- Strong computer literacy, including full competency in Microsoft Office programs (Outlook, Word, Excel, and PowerPoint).
- Demonstrated technical proficiency working with donor management and peer to peer fundraising platforms, preferably Raiser's Edge and Team Raiser.
- Strong and confident public speaking skills.
- Excellent organizational and time management skills.
- Willingness to be flexible and adaptable in a changing work environment.
- Excellent written and verbal skills in English. French is an asset.
- Experience with content management systems an asset.
- Occasional weekend and evening work will be required to support meetings and events.
- Willingness and ability to provide proof of vaccinations as preferred by federal and/or provincial guidance
- Some local travel will be required as well as possible national travel; a valid driver's license and regular access to a vehicle are required for this position.