

POSITION POSTING – MANAGER, SPECIAL EVENTS

We are growing! We are looking for a **Manager, Special Events** to plan, manage and implement the Foundation's signature fundraising events. This position drives the production of high-level fundraising events, assisting with donor cultivation, stewardship, and recognition events, and ensures a consistency of approach for a portfolio of Independent Community Events. Reporting directly to the Associate Director, Special Events, the Manager, Special Events also provides leadership in the area of gift acknowledgement and ensures appropriate protocols and processes are in place to achieve customer service levels in alignment with the Foundation's objectives.

On a day to day basis, the Manager, Special Events works both independently and within a team environment assisting with logistical requirements and collaborating with staff and suppliers to ensure all event requirements are achieved. This includes providing timely event-related communications, managing event volunteers as well as the post-event thank you process for all events.

How you will be successful as Manager, Special Events:

- Support and manage the events team to meet annual Foundation event goals;
- Execute, manage, and evaluate event timelines, production and processes;
- Assist with on-site event management including, but not limited to move-in/out, staging, staff and volunteer coordination, auction and display set-up/tear down etc.;
- Coordinate the production of event collateral materials;
- Develop and build relationships with sponsors, donors, vendors, and volunteers;
- Identify, solicit and steward event sponsorship and Gift-In-Kind donors;
- Handle pre and post preparation for event committee meetings;
- Update and manage website for Signature and Independent Community Events;
- Evaluate, manage, and coordinate support for Independent Community Events;
- Assist in developing and coordinating written event materials such as, but not limited to: sponsorship packages, proposals, auction descriptions, invitations, letters, stewardship packages, and event reports etc.; and
- Provide high quality data management skills for updating donor database and preparing reports.

As the ideal candidate:

- You have 5-8 years full-time experience in event management, ideally in a not-for-profit fundraising environment;
- You hold an undergraduate degree or post-secondary diploma in a related field, or have an equivalent combination of education and experience;
- You have a proficient understanding of data management software such as Microsoft Office, Raiser's Edge, Auction Tracker, and Better Impact;
- You are a mature, professional and positive person;
- You possess exceptional interpersonal skills with a collaborative working style and the proven ability to build strong relationships across various groups;
- You have an exemplary attention to detail, strong project and time management skills to efficiently manage a variable workflow involving multiple simultaneous projects and priorities;
- You are a resourceful self-starter with strong leadership skills;

- You have well-developed writing skills with a demonstrated ability to succinctly communicate relevant information;
- You have a high level of integrity with a proven ability to exercise discretion when interacting with donors, sponsors, and stakeholders;
- You are creative, passionate, and have a flexible approach to projects/work;
- You embrace a flexible work schedule including evening and weekend work as required;
- You hold a valid driver's license and have access to a vehicle on a daily basis; and
- Your fluency in Chinese as a second language (Cantonese), both written and verbal would be an asset.

Why you should work for Richmond Hospital Foundation:

- Richmond Hospital Foundation is a proud recipient of the Canadian Nonprofit Employer of Choice Award for 2016.
- We are a talented and committed team in the not-for-profit sector.
- We offer competitive compensation and benefits.
- We are passionate about our values and we live them daily: Inspire Joyful Giving, Create Philanthropic Impact, Exemplify Integrity, Celebrate Diversity, Optimize Teamwork, Demonstrate Committed Leadership.
- We are conveniently located a short walk to the Canada Line and Richmond Centre and offers competitive compensation and benefits.

About Us:

Inspiring joyful giving is one of the core values of Richmond Hospital Foundation and serves as guidance for the work we do. Our mission is to be the catalyst for donors to help fulfil the needs of our community and drive forward positive, transformational changes to health care in the Richmond Community of Care.

How to Apply:

If you match the ideal candidate description and are interested in this position, please apply by January 15, 2019. Please let us know if you were referred to the position by one of our employees, donors, or Board members.

We sincerely thank all applicants for their interest in working with the Richmond Hospital Foundation. We will contact only those being considered for the position.