



<b>Date:</b>	February 19, 2020
<b>Position Title:</b>	Special Events Manager (One Year Contract)
<b>Posting Number:</b>	2020-12
<b>Status:</b>	Temporary Full Time – 5 days (35 hours) per week
<b>Closing Date:</b>	Please send your cover letter and resume to <a href="mailto:humanresources@drpeter.org">humanresources@drpeter.org</a> Posting will remain open until filled

We are currently looking for a Special Events Manager to join our Development Team on a temporary full time basis.

**Position Summary:**

As a member of the Development team, the Special Events Manager is responsible for leading and delivering fundraising event activities to attain financial targets outlined in the fundraising plan and help achieve the goals and objectives of the strategic plan of the Dr. Peter AIDS Foundation.

**Direct Reports:** None

**Key Responsibilities:**

The Special Events Manager reports to the Director of Development (or the Development Officer-Team Lead in the absence of the Director) and is responsible for the following:

- Leading and executing all special events organized by the department, including managing all logistics, sponsorship, auctions, finances etc.;
- Building on existing corporate relationships and developing new prospects to secure annual event sponsorship;
- Managing all event related sponsorship relationships;
- Develop and own all event timelines, schedules and floor plans, including liaising with suppliers;
- Managing and coordinating all event committees;
- Leading and training event staff and volunteers;
- Leading financial technologies and processes related to fundraising events;
- Managing all event related expenses in accordance with the budget goals set by the Director;
- Leading organization and execution of all event revenue generation, such as raffle, auctions, and related permits, prizes and fulfilment;
- Working closely with the Communications Officer to develop materials to support special events;
- Managing third party fundraisers;
- Leading and following up on funding and sponsorship applications;
- Researching funding opportunities, assessing prospect potential and cultivating prospects appropriately, including providing comprehensive prospect profiles and strategic guidance to lead staff and volunteers;

- Stewardship: developing and maintaining positive relationships with funders through phone calls, face-to-face meetings, events and correspondence;
- Tracking prospects, leads, submissions, eligibility, deadlines and guidelines;
- Gathering information and data from other Dr. Peter AIDS Foundation departments and submitting funder/sponsor reports by deadlines;
- Reporting on fundraising and stewardship progress monthly;
- Entering and extracting data from the database per accepted standards;
- Developing efficient, effective and appropriate procedures and strategies;
- Following the fundraising and communications plans that support the strategic plan of the Foundation;
- Contributing to an environment of collaboration, respect and teamwork;
- Representing the Dr. Peter AIDS Foundation and the Dr. Peter Centre in a professional and ethical manner to ensure that the reputation of the Foundation is maintained and enhanced;
- Conducting all business activities in accordance with Dr. Peter AIDS Foundation terms and conditions of employment, policies and procedures;
- Performing other related duties as assigned/required.

#### **Education, Qualifications and Experience:**

The preferred education, qualifications and experience of the Special Events Manager are:

1. Undergraduate degree or certificate in Event Management, Fundraising, Marketing, Communications or a related discipline; or equivalent training and experience;
2. Minimum of six (6) years of experience in event management;
3. Minimum of 2 years in a managerial or supervisory role;
4. Experience using a donor database, such as GiftWorks or Raiser's Edge an asset;
5. Understanding of challenges experienced by individuals living with HIV and significant health and social issues, including homelessness, mental illness, trauma, addictions, poverty and social isolation.

#### **Required Competencies:**

The Special Events Manager must possess the following competencies:

- Integrity and accountability;
- Exceptional relationship stewardship talent;
- Diplomacy and professionalism;
- A track record of fundraising and business development success;
- Program design aptitude;
- Strong work ethic, highly self-motivated and enthusiastic, with a collaborative approach;
- Flexibility, adaptability, creativity;
- Excellent oral and written communication proficiency;
- Commitment to accuracy, consistency, sensitivity and confidentiality of information;
- Time management and organizational skills;
- Commitment to the cause and the organization.

#### **General Working Conditions:**

This is a temporary (one year contract) full-time (35 hours per week) position. Normal hours and days of work are flexible. As some development and communications functions/activities occur outside of normal business hours, occasional evening and weekend work will be required.