

Events Coordinator

Status: Permanent
Full-time position
Start Date: As soon as possible
Deadline: August 9th, 2019
Salary: Commensurate with experience

University of Ottawa Heart Institute Foundation (UOHIF)

The Heart Institute Foundation raises awareness for the world-class work being done at the Heart Institute while also raising the funds critical to funding patient care, education, and research priorities. It is the mission and vision of the Heart Institute that determine the areas of impact for the generous support received from the community. Our new building and equipment, along with extraordinary patient care, research, and innovative programs, will enhance our reputation as a Cardiac Centre of Excellence. Community support through attendance and support of our signature events and through the coordination and championship of third-party community events are key to our overall success.

The Position

We are seeking a highly organized Events Coordinator to join the UOHIF Events team. The Events Coordinator is an important part of all community engagement and fundraising initiatives.

The successful candidate will support the Foundation's goals and objectives and be responsible for coordination, execution, recruitment, and administration of Foundation Signature, Community, and Corporate/Institute events. The Coordinator will communicate with event chairs, committees, suppliers, participants, sponsors, and more.

Areas of Responsibility: Foundation Events

- Coordinate and execute the Foundation's Signature Events (Golf Tournaments, Capital Oktoberfest, and stewardship events)
- Identify and collaborate to secure all Signature Event sponsorships
- Secure auction prizes and in-kind donations to produce a successful event auction
- Support Heart Month community/corporate participants with necessary tools
- Maintain ongoing data base records in Raiser's Edge (volunteers, invoices, prize donors, event participants, corporate sponsors, correspondence)
- Liaise with committee chairs and members to establish Signature Event goals, budgets, meeting agendas, promotion, tracking deliverables
- Liaise with event volunteers identifying roles and responsibilities to ensure event is executed in an organized manner
- Ongoing stewardship of volunteers and participants
- Engage in participant event recruitment eg Team Heart and Heart Month
- Responsible for pre-event, event set-up, registration, logistics, post event clean-ups and stewardship, as required by individual events
- Provides content and assists in updating UOHIF website, including Community Events information



- Provides day to day administrative support to Events and Foundation Team members

Qualifications:

- Post-secondary education – emphasis on administration, project and/or events management program preferred
- Five+ years of recent and related experience in administration, project and/or event management
- Experience in sponsorship recruitment and fulfillment
- Ability to support both external and internal stakeholders
- Ability to prepare event budgets and track accurately throughout the year
- Excellent interpersonal, communication, and team skills with an ability to work effectively with a diverse group of staff and volunteers
- A demonstrated ability to organize work, set priorities, meet deadlines, and work under pressure of time constraints
- A proven ability to work independently with the flexibility to take on a wide variety of assigned duties and projects
- Strong verbal and written skills, including accuracy, proofreading, and ability to write clear communications materials for public distribution
- Excellent word-processing, presentation, and spreadsheet skills (ideally Microsoft Office) and a good understanding of computer applications
- Experience with fund raising data base, particularly Raiser's Edge is an asset
- Ability to work flexible hours and occasional evenings and weekends to accommodate event schedules

Additional Information:

- The University of Ottawa Heart Institute is a bilingual organization. Bilingualism will be considered an asset.

The University of Ottawa Heart Institute Foundation sincerely thanks all applicants for their interest in a career with us; however, only those applicants selected for an interview will be contacted

Accommodations will be provided in all parts of the hiring process relating to any specialty requirements. Applicants should make their needs known in advance.

The successful candidate will be required, prior to the start of employment, to complete mandatory organizational training available online, provide a satisfactory Criminal Record Check and provide an official piece of photo identification.

Forward resume, cover letter, and any supporting documents to Mary Sue Evans (Mevans@ottawaheart.ca). Please include the position title in the subject line of the email.

