

The Children's Foundation
Special Event Coordinator
Belleville, ON
Full Time, Intermediate level
Closing 9/18/20
www.thechildrensfoundation.com



Want to work with a small, but mighty team who care about kids and want to make a difference in their lives?

Do you have a passion (and experience) planning and implementing fundraising events and raising awareness in the community? Have you created new events that raised significant money? Are you able to navigate through a changing fundraising environment and continue to make an impact? Do you know the Hastings, Northumberland and Prince Edward County communities and can build a network of supporters throughout these communities?

We are looking for a Special Events Coordinator to manage all special event functions of [The Children's Foundation](http://www.thechildrensfoundation.com). Its a fast paced role with lots of rewards!

The list of regular duties below is not exhaustive...because the life of a Special Event Coordinator is never boring and totally unpredictable!.... flexibility is key in this role.

You will be the one and only event person, along with your committees who will be your support network.

Your main activities would be...

- Oversee all aspects of creating, procuring and execution of TCF events
- Handling recruitment of volunteers for event committees and day of events
- Responsible for coordinating meetings, taking minutes and facilitating all meetings of committees for Special Events
- Identifying and securing sponsorship for events
- Responsible for providing updated information regarding donors, sponsors and monetary donations to marketing coordinator to update Social Media/Website for TCF
- Fielding all incoming calls/requests to TCF regarding Special Events (including Third Party requests)
- Responsible for creating timelines for each event in coordination with other TCF staff members
- Attending third party events or cheque presentations within the community on behalf of The Children's Foundation
- Providing support and introducing new events + activities for TCF in Hastings, Northumberland and Prince Edward Counties
- Managing both the offsite and onsite storage units for TCF as well as being the contact for outside organizations who are wanting to borrow any TCF items
- Maintaining and updating Raiser's Edge with incoming information regarding donors, sponsors or events
- Maintaining part-time presence in Prince Edward County, coordinating Annual Event and the Angel Tree Program

Do you think you can help make a difference in the life of a child? Send your resume and cover letter which outlines how you can contribute to the team as the Special Event Coordinator. Please indicate your salary expectations.

Will be reviewing applications as they are received, so don't delay! We want to hear from you soon.

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