



COORDINATOR, EVENTS

CONTRACT - 6 MONTHS (JAN-JUN 2023)

SALARY SCALE: \$45,000 – \$52,500 ANNUALLY, COMMENSURATE WITH EXPERIENCE

PURPOSE

Are you inspired to work for an organization that is leading the charge in breaking down the stigma and discovering the causes and cures for mental illness? Join us! The Royal Ottawa Foundation for Mental Health raises funds to support the best possible patient care and leading-edge research provided by the Royal Ottawa Mental Health Centre, the Brockville Mental Health Centre and The University of Ottawa Institute of Mental Health Research at The Royal.

THE POSITION

Reporting to the Manager, Community Partnerships & Events, the Coordinator, Events will oversee the planning, administration and execution of the Foundation's annual flagship golf tournament and fundraiser in June as well as provide administrative and management support to community fundraisers hosting events for The Royal as needed.

ACCOUNTABILITIES

Foundation Golf Tournament:

- Successfully lead and execute the Royal Open to ensure a meaningful experience for guests.
- Manage the budget for the Royal Open.
- Manage volunteer organizing committee, providing leadership, guidance and support in event-related administration.
- Lead and organize committee meetings including creating and distributing agendas, reports and meeting materials.
- Liaise with key event stakeholders (both internal and external), providing a high level of support and service to sponsors and vendors, registrants, venue, volunteers and donors.
- Prepare event invoicing and monitor payment collection while ensuring timely and regular financial status reports.
- Accurately record and track participant and donor interactions in Raiser's Edge.
- Execute event sales, marketing and communications strategies, ensuring brand guidelines are followed.

- *Manage all aspects of event operations, including developing and executing critical paths, venue or vendor/supplier negotiation, audio/visual requirements, developing and producing print materials/signage, sales and sponsorship administration, registrations, logistics, volunteer and staff attendance.*
- *Develop and manage online auction component of the event; identify and solicit sponsorship, auction items and gifts-in-kind.*

Community Fundraising Support:

- *Support community event organizers in the planning and execution of successful events and fundraising initiatives, including representing the Foundation at events when required.*
- *Manage and coordinate Foundation volunteers supporting community events.*
- *Manage online fundraising pages in collaboration with event organizers.*
- *Help promote and highlight event achievements through social media.*

Other Duties:

- *Assist with the development of event promotional materials including: brochures, programs, posters, invitations etc.*
- *Support other Foundation teams with the acquisition, cultivation, and stewardship of donors across all segments and constituent types.*
- *Utilize social media knowledge and skills to optimize event sales and promotion opportunities.*
- *Provide ongoing administrative support to the events team, as needed.*
- *Operate within the culture and core values of the Foundation.*
- *Ensure a work environment that is conducive to The Royal's Respectful Workplace policy.*
- *Other responsibilities and duties as required.*

QUALIFICATIONS & KEY COMPETENCIES

- *Minimum 1 year of related and recent administrative, project and/or event management experience.*
- *Post-secondary education required; graduate of an administrative, project and/or events management preferred. A combination of relevant education and experience may be considered.*
- *Previous related and recent administrative and/or event management experience is preferred.*
- *Familiarity with golf tournaments an asset.*
- *Proven track record of achieving fundraising targets within tight deadlines.*
- *Successful fundraising/project management experience working collaboratively across teams.*
- *Experience using Raiser's Edge or an equivalent fundraising database.*
- *Experience working with volunteer committees.*
- *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.*
- *Excellent interpersonal, communication and team skills with an ability to work effectively with a diverse group of staff and volunteers.*
- *Strong verbal and written skills, including accuracy, proofreading, and ability to write clear communications materials for public distribution and at all levels both internally and externally.*
- *Excellent relationship development skills.*
- *Excellent word-processing, presentation and spreadsheet skills. Has a good understanding of computer applications. Experience with Microsoft Office is an asset.*
- *Good knowledge of data management and reporting (preferably in Raiser's Edge).*
- *Knowledge of social media applications.*
- *Ability to set priorities and work under pressure, yet flexible to respond to changing demands.*
- *Highly organized, ability to multi-task and work efficiently.*
- *Has a growth mindset.*
- *Self motivated and dedicated team player.*
- *Commitment and desire to making a difference, especially in the mental health community.*
- *Ability to work flexible hours, evenings and weekends to accommodate event schedules as required.*
- *Bilingual (French/English) is considered an asset.*

WHY WORK WITH US?

Working at the Royal Ottawa Foundation puts you at the forefront of delivering mental health supports for people living in eastern Ontario, including research that has a national and international impact.

The Royal Ottawa Foundation is a team of passionate and talented people helping transform the mental health landscape. Our culture is built on respectful collaboration with the common goal of paving a path for the continued advancement of mental health care and research.

The Royal Foundation thanks all applicants. Only those selected for an interview will be contacted. The Royal Ottawa Foundation is a respectful, caring and inclusive workplace. We champion accessibility, diversity and equal opportunity. We welcome all applicants, including but not limited to all religions, ethnicities, LGBTQ2s+, BIPOC, persons with disabilities and all others who contribute to the diversification of ideas.

If you are looking for a unique career opportunity and would like to join a caring, compassionate and dynamic team please click on the link below to be redirected to our website:

<https://www.theroyal.ca/careers/external-postings?p=job%2F0qPBlfwV>

We are an equal opportunity employer. Upon request, accommodations due to a disability are available throughout the recruitment process.

All applicants must provide a recent resume that clearly indicate that they meet the required qualifications. Please reply no later than Friday, November 25, 2022.