



Leadership Opportunity at Salus

Manager, Events & Community Engagement

Full-Time Permanent

35 Hours/week and additional hours as required

Existing Vacancy

Salary Range: The salary range for this position is \$75,400-\$98,000.

ABOUT SALUS

Salus offers a range of supportive housing options for adults with serious mental illness and concurrent challenges including addictions, homelessness and cycles of hospitalization. We have been an unwavering champion for individuals with mental illness for close to 50 years, providing the first step in the recovery process—a safe, stable home environment, coupled with the mental health supports to retain it.

Salus client, Jon gratefully acknowledges that without Salus, he would not have the stable home and mental health supports that allow him to thrive. His home provides him stability, security and well-being to pursue his ambitions. As he says,

“Home is where you can just sit back and relax and move forward. It’s the place you always have to come back to.”

Everyday, our staff make a difference in our client’s lives. Our team is passionate about our mission and supporting clients on their journey to recovery and independent living. We are committed to fostering a culture that aims to positively impact, support, and develop our staff to create an exceptional employee experience! **Join our team as Manager, Events & Community Engagement!**

WHERE YOU COME IN

The Manager, Events & Community Engagement will lead the planning, execution, and optimization of Salus fundraising events, stewardship and community engagement initiatives.

With accountability for the successful delivery of major fundraising events, coordinating sponsorship stewardship efforts and growing third party and peer to peer fundraising, this role ensures brand-aligned execution and high-return events, while modeling fundraising excellence.

Reporting to the Director of Philanthropy and working closely with Communications, and program teams, the Manager, Events & Community Engagement will play a key role in driving revenue growth and enhancing donor engagement.

Ottawa Salus’ philanthropy program is privileged to work with donors and volunteers to generate philanthropic support, working with donors of all levels and points of entry, who wish to support people who need a safe and affordable home.

HOW WE SUPPORT YOU

- Competitive earnings

- Generous health benefits and pension plan (HOOPP)
- Compressed workweek
- Paid vacation and personal days
- Employee well-being program
- Commitment to inclusion, diversity, equity, access, and anti-racism
- A friendly team who creates a great work environment

WHAT YOUR JOB WOULD LOOK LIKE

Events Management:

- Lead and execute Salus fundraising and donor focused events to maximize revenue generation and donor participation.
- Manage all aspects of event logistics, sponsorship engagement, guest experience, and post-event stewardship.
- Collaborate with internal teams and external vendors to ensure seamless event execution.
- Ensure the distribution of relevant special events information to senior staff, Board and committees.
- Prepare, manage and report on the event budget and key performance indicators (KPIs).
- Closely monitor and analyze metrics and key performance indicators, bringing forward insights to refine, test and pilot strategies for event revenue growth and participation.
- Manage the annual events calendar and create work back schedules to map out key dates and activities.
- Develop, implement and manage an event stewardship plan.
- Collaborate with Director of Philanthropy to engage and support the objectives of the Board's Events Committee by leading the development of prospect lists, proposals, stewardship reports and preparatory meeting and solicitation materials.

Irene Despard Fund:

- Manage the Irene Despard Fund – a Salus program which awards funds to clients to promote their educational and physical well being.
- Work collaboratively with clinical and finance staff on the posting, receiving, evaluating and distribution of grants to clients.
- Ensure clean and accurate tracking and documentation.
- Report back on impact to donor/sponsors through comprehensive impact report.

Community Engagement:

- Develop a community engagement strategy, including KPI's and year one goals of positioning our brand, expanding our network, and building our pipeline.
- Manage and retain relationships within a pipeline of existing community and business partners, including event partners and sponsors, vendors and service clubs.
- Actively network to identify and establish new relationships with potential community and business partners, increasing our qualified pipeline.
- Create cultivation strategies to introduce and engage community and business partners to Salus.
- Prepare and present proposals for sponsorships, outright gifts, gifts in kind, matching gifts, etc.
- Facilitate tours and other points of entry to Ottawa Salus.
- Secure sponsorships and auction donations.

- Representing Salus as brand ambassador at community and networking events to strengthen relationships and create awareness of our mission and position in the housing and mental health non-profit sector.
- Identify and arrange attendance for most appropriate Ottawa Salus representative(s) and provide briefing document of event with desired outcomes.

Communications:

- Collaborate with Communications department to ensure brand consistency and alignment across all channels and platforms.
- Collaborate with Communications to ensure information required for internal and external communications supporting the calendarized annual plan is provided in a timely manner.
- Collaborate with the Communications in the creation and design of supporting materials required for events and community engagements, etc.

Database Management:

- Maintain high quality stewardship practices for active donors including reporting and sustaining detailed records of activities.
- Ensure data is updated in a timely manner and maintained across initiatives.
- Maximize and leverage opportunities through data research and analysis and donor segmentation.
- Design and pull reports to support KPI's and dashboard reports.

Personnel Management:

- Recruit, orient, supervise and discipline Philanthropy staff
- Lead and develop Development Officer, Major Gifts and Annual Giving
- Conduct performance appraisals.
- Schedule work, approve and monitor leaves, provide back-up to staff working outside office hours.
- Ensure adherence to agency policies procedures and standards.
- Ensure all appropriate laws and regulations are communicated to staff, are understood and are being adhered to (Occupational Health & Safety, WHMIS, Employment Standards Act, Human Rights Code, etc.).
- Ensure staff follow the Code of Conduct or appropriate professional Code of Ethics.

Other:

- Other duties consistent with the job description as determined by the supervisor from time to time.

WHERE YOU EXCEL

- Strong knowledge of CRA charitable guidelines.
- Solid experience and a track record of managing non-profit fundraising events, including virtual events.

- A solid understanding and commitment to continuous improvement related to the donor experience, stewardship, donor recognition, etc.
- Experience and proficiency using Donor Perfect or another fundraising database.
- Experience with donor segmentation would be considered a strong asset.
- Experience and proficiency using Microsoft Office, Constant Contact, Canva.
- Understanding of social media platforms (Facebook, Instagram and LinkedIn).
- Experience supervising staff, preferably in a unionized environment.
- Experience in the following areas is considered an asset:
- Experience in the non-profit/healthcare/mental health sector;
- Demonstrated success in communications and digital marketing;
-

MORE ABOUT YOU

- You are passionate about helping people living with mental illness and substance use health challenges to reclaim their life of health, happiness and hope.
- You have a high level of flexibility, judgment, resourcefulness, initiative and ability to problem-solve.
- You believe in the power of events to inspire and engage participants to rally around a cause.
- You are excited about creating memorable event experiences for participants
- You are comfortable networking and a natural relationship builder.
- You are passionate and bring energy to the team and organizational culture.
- You are curious and have a continuous improvement mindset.
- You are a fearless asker.
- You understand the importance of maintaining donor and client confidentiality at all times.
- You are passionate to contribute to a small team's big thinking, while patient and understanding of a small team's limited resources.

HOW TO APPLY: Please submit your application via the posting link here: [Manager, Events & Community Engagement | Dayforce Jobs](#) The deadline to apply is March 23, 2026.

JOIN OUR ONLINE COMMUNITY

For more information on how you can support Ottawa Salus or get involved please visit our website at: <https://www.salusottawa.org>