



JOB POSTING

SPECIAL EVENTS COORDINATOR

Full Time, Permanent

Better Living Charitable Foundation, part of the Better Living family of organizations, has an opening for the position of Special Event Coordinator. The successful candidate assists with all fundraising operations of the Better Living Charitable Foundation. This includes events for Better Living Health and Community Services, Better Living at Thompson House, Margaret Bahen Hospice for York Region, Doane House Hospice. The Special Events Coordinator is responsible for the development of new event opportunities including third party and signature events.

The successful candidate for this position must possess the following qualifications:

- Post-Secondary education and a certificate in fundraising or equivalent work experience
- A minimum of 1 year of experience in special event fundraising, preferably in a non-profit organization
- Knowledge of Raiser's Edge and other Blackbaud products would be an asset
- Successful completion of *Vulnerable Sector Screening* within one month of employment

The successful candidates for this position must be able to:

- Lead staff member on all Better Living events
- Coordinates all aspects of special event signature fundraising events (currently 4 in total), from research to planning to solicitation to post event analysis
- Develops solicitation materials for sponsors, participants and donors
- Develops event communications plans
- Actively solicits revenue for signature events
- Works with event committees to boost event revenue
- Builds rapport with Better Living staff with efforts to integrate fundraising and create a culture of philanthropy
- Lead staff member for all third party events and in-kind donations where applicable
- Demonstrated experience in leading successful fundraising special events in a non-profit environment
- Proven success in fostering and stewarding corporate and individual event sponsors, and community partners
- Excellent project management skills and superb attention to detail
- Ability to work independently, meet deadlines, thrive while coordinating a number of projects/tasks
- Familiarity with North York, Don Mills and York Region communities is an asset

LOCATION: Based out of Overland Office- BLHCS, but with bi-weekly trips to Newmarket Office -MBH

SALARY: \$42,000- \$46,000 per annum; commensurate with experience

Please email or fax your cover letter and resume by Monday, October 12, 2020 with attention to:

Human Resources

E-mail: hr@myhospice.ca / Fax: 416-510-1104

Please quote "*Special Events Coordinator*" on the cover letter and e-mail subject line

Better Living is an equal opportunity employer and is in accordance with the Ontario Human Rights Code, Employment Standards Act and Accessibility for Ontarians with Disabilities Act. Applicants need to make their request for accommodation known when contacted. Thank you to all who express interest in this position and we welcome all resumes. However, only those granted an interview will be contacted.

No phone calls, please. Thank you.