



THE CHILDREN'S HOSPITAL FOUNDATION OF MANITOBA IS HIRING A

EVENTS MANAGER

ABOUT THE CHILDREN'S HOSPITAL FOUNDATION OF MANITOBA (CHFM):

The mission of the Children's Hospital Foundation of Manitoba (CHFM) is to improve the health of children everywhere, by inspiring our community to support excellence in child health care and child health research.

Through CHFM, funds raised support medical programs; the purchase of essential equipment; and the advancement of pediatric health at the Foundation owned and operated Children's Hospital Research Institute of Manitoba.

We have established a five-year strategic plan and are in process of executing for success. Our fundraising efforts will transform and advance child health care and research. Are you passionate about giving back to child health? Join us as we work towards an amazing goal to make anything possible.

THE OPPORTUNITY:

Working directly with the Director of Marketing, Events, and Communications, the Events Manager will provide leadership and professional expertise in executing a variety of fund raising events throughout the year. The Events Manager will be responsible for all aspects of the coordination from set-up, tear-down, and day-of running of the Children's Hospital Foundation of Manitoba's Teddy Bears' Picnic, Ice Crystal Gala and signature events. The Events Manager will contract and oversee the work of contractors hired for local logistics at the Teddy Bear's Picnic, Gala, AGM, and Brandon Community Event.

GROWING TO MAKE A DIFFERENCE.

To learn more about the Children's Hospital Foundation of Manitoba and our commitment to children's healthcare needs – visit goodbear.ca

KEY RESPONSIBILITIES

EVENTS MANAGEMENT

- Manage the Children's Hospital Foundation of Manitoba signature events developing project goals, budgets, auctions, timelines, ticket sales and event itineraries
- Manage and execute all internal events such as the Annual General Meeting, Hospital Recognition/Stewardship event, and other events as assigned
- Assist with running large press announcements and any Children's Miracle Network events as required
- Responsible for attending, executing, managing event breakdown and post event responsibilities (i.e. event outcomes)
- Consults and collaborates with President, Foundation development staff and volunteer committees to identify, solicit, execute and steward all sponsors for the signature events and to secure event sponsors
- Manages and motivates volunteer committees
- Build positive relationships with venue representatives, vendors, suppliers and contractors to secure all agreements and make event arrangements
- Provide regular reports to CHFM's strategic and annual goals, measure program performance and report on event fundraising revenues
- Work collaboratively with the Marketing & Communications team to develop required materials
- Act as ambassador and represent the Foundation in a positive, professional manner
- Assist in other areas as required

QUALIFICATIONS

- Minimum of four years' work experience in a charity / not for profit or corporate office planning large events
- Proven success in the development and implementation of special events / programs
- Demonstrate positive, well –developed interpersonal skills
- Proven skills to interact effectively with staff, volunteers in order to manage projects effectively
- Superior communication skills, strong presentation skills and demonstrated written and verbal communication skills
- Ability to work independently and as part of a team
- Attention to detail in all areas of work
- Demonstrate ability to follow through and complete overlapping projects
- Demonstrate project management skills and exceptionally skilled in problem solving
- Ability to adjust to changing priorities
- Strong financial background and proficiency in using a variety of software applications, experience with Raiser's Edge would be an asset
- Must be able to maintain confidentiality and be able to handle sensitive information appropriately and with discretion
- A passion to work in a fast-paced, fully integrated fundraising environment along with an appreciation for the mission and purpose of the Children's Hospital Foundation of Manitoba
- CFRE designation an asset
- Access to a vehicle and a valid driver's license is required

SALARY

The Children's Hospital Foundation of Manitoba offers a competitive salary and benefits package.

FOR FURTHER INFORMATION OR TO APPLY

If you thrive in a fast-paced environment, and are committed to delivering quality service, apply to **Posting #20195**.

Please include three business references with your resume.

Email your cover letter and resume to Angie Munch at amunch@hsc.mb.ca

Applications will be accepted until **4:30 p.m. Monday, July 22, 2019**.

Thank you to all candidates interested in working with the Children's Hospital Foundation of Manitoba. Candidates selected for interviews will be contacted.