



## WE ARE HIRING A DONOR RELATIONS – EVENTS COORDINATOR

### 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. To learn more about the Children's Hospital Foundation of Manitoba and our commitment to children's healthcare needs – visit [goodbear.ca](http://goodbear.ca)

If you would like to be part of a dedicated team, we are currently looking for a Donor Relations – Events Coordinator to work with our Development team. This is a full-time permanent role.

Under the general direction of the Vice President of Development, the Donor Relations – Events Coordinator is responsible for supporting the Foundation events and the work of the Development team. Duties include Event Planning (approx. 50% of time), operations assisting with Event Sponsorships, Event Committee Liaison and Stewardship (approx. 50% of time).

### Key Responsibilities

- Assist in the integrated stewardship and donor relations strategy that targets all levels of giving
- Administer all aspects of event planning
- Assist in recruiting sponsors (financial & gift in kind) for events and other Foundation initiatives
- Build positive relationships with volunteer committee members, venue representatives, vendors, suppliers and contractors to secure all agreements and make event arrangements. Manage committees, auctions, licenses, as required
- Complete event related data entry (Raiser's Edge) working in conjunction with Data Manager
- Plan and implement a follow-up strategy to the event, i.e. donor communication
- Evaluating the effectiveness of events and assisting in preparing reports. Track and maintain donor relations and stewardship activities in database.
- Assist with developing marketing materials for fundraising events in conjunction with Marketing & Communications team
- Coordinate lottery licensing for applicable activities
- Work with the Development Team to identify prospective donors
- Assist with research and preparation of grant applications
- Assist in department activities including donor events, annual planning, and other related tasks as requested.
- Maintain positive working relationships with staff and volunteers of the Foundation
- Some evening and weekend work may be necessary

### Qualifications

- Three years' work experience in a related role, with demonstrated experience in fundraising and event planning
- Related post-secondary degree or certificate program in fundraising, or event planning an asset
- Demonstrated success in event planning and the ability to create effective plans for fundraising events
- Strong customer service and donor-centered orientation
- Proven success in building and maintaining positive relations with peers, staff, volunteers, and donors
- Proven analytical ability with strong attention to details
- Strong computer skills and demonstrated ability in using a database as required. Experience working Raiser's Edge is an asset
- The ability to work independently and as part of a team
- The ability to manage multiple projects, stay on schedule and meet deadlines with the ability to adjust to changing priorities
- The ability to effectively prioritize and execute tasks in a high-pressure environment
- Excellent interpersonal and communication skills both written and verbal with direct experience in presentations, grant and letter writing
- Demonstrated ability to maintain confidentiality and handle sensitive information appropriately and with discretion
- The ability to problem-solve, innovate, be creative and a willingness to learn
- Appreciation and understanding of AFP Code of Ethics, Policies and Procedures and the ability to adhere to CHFM policies

Let's make anything possible.

The Children's Hospital Foundation of Manitoba offers a competitive total compensation package. The salary range for this position will be negotiated in a range of \$45,000 - \$55,000 per annum and may extend an offer beyond the range if the candidate qualifications and experience warrant.

If you thrive in a fast-paced environment, and are committed to delivering quality service, apply to Posting #20212.

Email your cover letter and resume to Angie Munch at [amunch@hsc.mb.ca](mailto:amunch@hsc.mb.ca).

Applications will be accepted until **4:30 p.m.** Friday, May 14, 2021

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