



JOB POSTING

Position/Classification: Partnership and Events Manager
Competition #: 23-18
Department/Location: Foundation
Reports To: Chief Operating Officer, SMD Foundation
Category: Full-time

THE POSITION

As the Foundations' professional event planner, the Partnership & Events Manager will work in collaboration with the Chief Operating Officer and will be responsible for planning, executing, analyzing, and evaluating all events. Will assist with the development, growth and implementation of fund raising strategies and materials. He/she will also oversee the development and implementation of the National (Easter Seals Canada) events/campaigns. He/she will be responsible for obtaining substantial sponsorships and in-kind support for all events.

As part of the SMD Foundation team and working with the organization's mission, goals and objectives, policies, and procedures, the Partnership & Events Manager will contribute to the Foundation's overall successes to raise funds through event participation, and the development/implementation of new initiatives.

The Partnerships & Events Manager will work with Board Members and other volunteers to initiate the most appropriate solicitation based on the need of both the SMD Foundation and the donor. Will also work closely with other staff members to plan for and carry out strategic directions for the office.

PRIMARY ACCOUNTABILITIES

In collaboration with the Chief Operating Officer, develops an annual plan establishing new events, and maintains, organizes and manages existing fundraisers and special events from concept to completion, ensuring they operate smoothly, efficiently, and generate maximum revenue and exposure.

Sponsorships:

- Develops a detailed sponsorship plan including timelines, revenue targets and potential sponsors
- Creates tailored sponsorship proposals
- Obtains substantial sponsorships annually for all Foundation events
- Drafts sponsorship agreements including schedules of benefits; identify issues with contract language; address issues with and make recommendations for resolution; negotiate sponsorship parameters as required
- Ensures sponsors are invoiced in appropriate and timely fashion and sponsor obligations regarding payments are adhered to
- Develops and maintains relationships with secured sponsors in a way that will maximize the potential for retaining these sponsors for future events
- Ensures agreed sponsor benefits are delivered and that contractual obligations are fulfilled
- Provides sponsorship reports as well as written and verbal reports
- Achieves sponsorship revenue goals and budget

Events

- Develops detailed event plans outlining the event objectives, theme, program, timelines, budget and event follow-up
- Identifies and develops events aimed at maximizing and building upon relationships with sponsors, donors, volunteers and the broader community
- Conducts events with the goal of ensuring a meaningful event experience for the guests and maintains and exceeds the profitability of the Foundation's event portfolio
- Coordinates events with volunteer committees and manages all aspects of event operations, including, but not limited to:
 - Developing and executing critical paths
 - Building invitation lists, creating invitations and managing registration processes
 - Venue or vendor/supplier negotiation and contracts
 - Catering, AV and/or sound requirements, creating print materials/signage, permits, and coordinating volunteer and staff attendance and the general smooth running of events
 - Event statistics and reports
 - Plans and manages registration desk and event staffing, including volunteers
 - Coordinates and trouble-shoots events on-site
- Manages raffles and/or silent and live auctions logistics for events including creating bid sheets/tickets, displays, set up and program lists
- Communicates with key event stakeholders and varied internal and external audiences as well as provide a high level of support and service to volunteers, committees, donors, sponsors, vendors and key stakeholders
- Represents the Foundation at third party events and assists where possible
- Tracks revenue and expenses of events and provides regular reports of financial status
- Coordinates and manages volunteers providing leadership and guidance for various events and programs
- Identifies and seeks sponsorship, gifts-in-kind and other donations for events

GENERAL ACCOUNTABILITIES

1. Contribute to the development of the overall strategic plan and assist with the planning, development and management of the SMDF goals, objectives, plans, policies and procedures.
2. Liaise with Easter Seals National office and communicate National development activities and information to the Foundation COO and other staff.
3. Consistently track your relationship interactions through Raisers Edge to facilitate moves management and remain up-to-date on business and personal activities of these donors.
4. Recommends new initiatives, programs, policies and plans for discussion and approval.
5. Participates in meetings with the SMD Foundation senior management team to review operations; communicate expectations; advise on policy or procedure changes; and to share information of general interest to the team.
6. Prepares and presents a regular report to the Foundation COO regarding operations. Recommends appropriate action or requests ratification for action taken to deal with matters requiring approval.
7. Facilitate open communication and team based fundraising environment.
8. Create strong working relationships with volunteers assigned to the event planning process and as well during the delivery of events.

9. Actively participate as a member of the Foundation's management team. Contributes to the development of long-term planning and annual budget processes for SMD Foundation Inc.
10. Work closely with the COO, SMDF reporting on progress of fundraising activities and sponsorship development.
11. Any other related duties as may reasonably be required.

QUALIFICATIONS

- ✓ *3-5 years' experience in successfully executing high profile events, securing sponsorships and volunteer management.*
- ✓ *A thorough knowledge of fundraising / development practices and principles.*
- ✓ *Proven record of accomplishment in achieving agreed targets for corporate support.*
- ✓ *Sustained success in securing corporate support for a variety of fundraising initiatives.*
- ✓ *Experience in event planning and management.*
- ✓ *Proven ability to think strategically to identify potential sponsorship partners.*
- ✓ *Ability to work with external stakeholders and capacity to deal effectively with a wide range of relationships and situations.*
- ✓ *Excellent written and verbal communication skills, superior interpersonal skills, and leadership strengths.*
- ✓ *A proven ability to handle pressure while balancing priorities within time and resource constraints.*
- ✓ *Unparalleled personal integrity and a strong work ethic.*
- ✓ *Extraordinary energy, drive and initiative.*
- ✓ *Member of AFP or CFRE designation is an asset.*
- ✓ *Drivers license and own vehicle.*
- ✓ *Basic computer literacy and familiarity with common business software applications, such as MS Word, Excel, PowerPoint, InDesign and Outlook.*
- ✓ *Knowledge of the Raisers Edge software, an asset.*

HOW TO APPLY

To apply for this position please go to our website at:

www.smd.mb.ca/smd/careers

We thank all applicants, however, only those considered for interviews will be contacted.