



## Special Events Officer

*The Mission of the Children's Hospital Foundation of Manitoba is to be an independent agency whose purpose is to raise and distribute funds for the advancement of knowledge and care in the fields of child health research and, thereby, contribute to the improved health of children everywhere.*

**The Children's Hospital Foundation of Manitoba Is hiring a SPECIAL EVENTS OFFICER.  
Effective January 2, 2018. This is a full time position.**

The Special Events Officer is responsible for providing direction and support to a variety of fund raising events throughout the year. The Special Events Officer will work in cooperation with our volunteer event committees will be responsible for all aspects of the coordination of the Children's Hospital Foundation of Manitoba's Teddy Bears' Picnic and Ice Crystal Gala events.

### Primary Duties

Assist in the planning, organization and direction of the functions and activities related to Children's Hospital Foundation of Manitoba special events.

- Consult and serve as liaison to event chairs and volunteer committee members in developing project goals, budgets, timelines and event itineraries;
- Provide coordination to the scheduling, agenda, record keeping, and reports for event committee meetings;
- Manage event ticket sales and invoicing;
- Direct and participate in the preparation and maintenance of a variety of records and files related to special events;
- Ensure integrity of all current donor information, sponsor information, and attendees details in Foundation database;
- Consult and work with the President, Foundation staff and volunteer committees to identify, solicit, execute and steward all sponsors for the signature events;
- Build positive relationships with venue representatives, vendors, suppliers and contractors to secure all agreements and make event arrangements;
- Develop marketing and promotional materials for the events In conjunction with the Marketing & Communications team;
- Act as ambassador and represent the Foundation in a positive, professional manner;
- Assist in other areas as needed.

### Qualifications, Personal Characteristics and Competencies

- Minimum of three years' work experience in a charity / not for profit, or planning large events;
- Proven success in the development and implementation of special events / programs;
- Demonstrated 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;
- Demonstrated ability to follow through and complete overlapping projects;
- Demonstrated 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 and 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 negotiable based on qualifications and experience.

To apply, please reference Posting #20181 and email your resume to [amunch@hsc.mb.ca](mailto:amunch@hsc.mb.ca)

Please include three business references.

Applications will be accepted until **4:30 p.m. Wednesday, December 6, 2017**

Candidates selected for interviews will be contacted.