



Event Planner

Full-time maternity leave replacement 35hrs / week: from July 23, 2018, until August 9, 2019, including a transition period.

Qualifications:

- College or university degree in event planning or related field
- A minimum of 1-3 years of special event planning experience, ideally in the non-profit sector
- Excellent administrative skills
- Ability to develop and maintain budgets
- Possesses exceptional organizational, interpersonal, and customer service skills with a proven ability in decision making and problem solving
- Excellent communication skills, both written and oral
- Fluently bilingual in both English and French
- Shows adeptness, desire and possesses experience working with diverse stakeholders: donors, Board of Directors, sponsors, third-party event organizers, volunteers, event committees, hospital staff and suppliers
- Utilizes tact, diplomacy and maturity in all situations
- Ability to work under pressure as well as meet strict deadlines
- Self-motivated, ability to work autonomously, as well as part of a team
- Maintains a positive attitude at all times and has an impeccable work ethic
- Excellent knowledge of Microsoft programs including Excel and Word
- Knowledge of donor management software Raiser's Edge is an asset

Responsibilities:

Event Logistics:

- Coordinates event details through the entire process from planning and logistics to event follow-up and evaluation.
- Ensures all necessary documentation is completed when necessary (permits, registrations etc.)
- Coordinates committees and members: creates agendas, schedules meetings, takes minutes, and manages follow-up actions.
- Establishes, monitors and balances budgets for all events

- Maintains accurate records of event payments and ensures that all information required to record revenues is relayed to the Donor Logistics Manager
- Tracks all revenues and expenses in each event budget and provides regular updates of financial status to the Accountant
- Coordinates event related communications - prepares mailing lists, correspondence, save the date, invitations, thank you, etc.
- Completes detailed post-event analysis including Accounts Receivable management.
- Ensures that all Gift-in-kind donation forms are completed and submitted for tax receipts where applicable
- Acquires silent auction and in-kind donations for events.
- Offers opportunities for ad space in event program books

Volunteer and Donor Relation Management:

- Recruits, trains, manages and motivates key volunteers
- Plans and implements recognition and appreciation tactics to ensure donors, sponsors, third-party event organizers and volunteers are genuinely thanked and effectively retained.

Other:

- Reports to the Managing Director of the Foundation
- Access to a car and valid Driver's Licence are essential
- Monday to Friday 35h/week, sometimes evenings and weekends
- Other tasks and special projects as assigned by senior management

Please submit your CV and cover letter by e-mail to info@fondationlakeshore.ca by:
5:00 pm - Friday, June 8, 2018.

We thank all applicants for their interest in this position; however we will only communicate with the successful candidates.