

VGH & UBC Hospital Foundation is Vancouver Coastal Health's primary philanthropic partner, raising funds for specialized adult health services and research for all British Columbians. We partner with donors to drive innovation and sustainable health care at VGH & UBC Hospital, GF Strong Rehab Centre, Vancouver Coastal Health Research Institute and Vancouver Community Health Services. Further information about the Foundation is available at www.vghfoundation.ca.

The Events Department is responsible for developing, driving, leading and producing high-level signature fundraising events, and ensures a consistency of approach for a portfolio of independent community events. The annual signature events include the Innovators' Challenge, Tournament for Life (Golf Tournament), Night of a Thousand Stars Gala, Time to Shine Gala, and a variety of independent community events supported by the Foundation. These events contribute not only to revenue goals, raising over \$4 million annually, but also provide an invaluable contribution to the profile and brand image of the Foundation, cultivating and strengthening relationships with donors, sponsors, board members, volunteers and the community.

Position Summary

Reporting to the Associate Director, Fundraising Events, the incumbent is responsible for implementing event logistics and requirements for key components of the Foundation's large-scale signature fundraising events with a focus on the Viva Pharmaceutical Time to Shine gala and Harry Rosen Tournament for Life. The Events Officer also supports all fundraising events including the TELUS Night of a Thousand Stars gala and Innovators Challenge. This includes cash and in kind sponsorship solicitation and stewardship, auction and raffle logistics, promotions and volunteer coordination. The incumbent works to organize and implement fundraising event activities and independently manage logistical requirement for key components. The Events Officer also provides timely event related communications, liaises with event volunteers and committees and manages the post-event thank you processes.

Responsibilities

- Manages event critical path and coordinates event logistics with both internal departments and external suppliers and stakeholders.
- Prepares event related material including speaking notes, marketing materials, event briefs.
- Build relationships with new and existing sponsors as well as researching prospective funding sources to reach revenue goals.
- Works with Foundation partners and stakeholders to identify, solicit and secure corporate prospects for cash sponsorships ranging from \$1,500 to over \$50,000.
- Works with Foundation partners and stakeholders to identify, solicit and secure corporate prospects for in kind donations, including auction and raffle items, or event supplies, ranging in value from \$100 to over \$10,000.
- Develops agendas and materials for planning committee meetings.
- In collaboration with the Marketing Department, develops event marketing and communications materials for both print and electronic use.
- Recruits, coordinates and manages event volunteers as required.
- In collaboration with Donor Relations, ensures appropriate stewardship for all signature events including sponsors, donors, award recipients, guests and volunteers.
- Supports third party and partnership events as required.
- Builds and nurtures relationships with multiple stakeholders and partners including hospital leadership and staff, donors, Board, volunteers and suppliers
- Oversees activities relating to volunteers and recruitment and training for signature events.
- Liaises with volunteer committee members.

- Accountable for meeting and tracking event budgets
- Tracks and reports on event revenue
- Ensures all event payments are collected and processed.
- Maintains and updates records in relevant donor and event databases and software.

Qualifications and Experience

- University degree or equivalent, ideally in events, marketing, or communications.
- Minimum three to five years' experience in a not-for-profit fundraising environment planning, managing, and promoting a variety of special events.
- Experience working with volunteers.
- Experience soliciting and building relationships with sponsors.

Skills

- Strong organizational and time management skills.
- Strong interpersonal skills and collaborative working style. Proven ability to exercise tact, and good judgment in dealing with various stakeholders.
- Highly developed verbal and written communication skills. Able to write clearly and succinctly.
- Proven experience managing a variable workflow with multiple priorities.
- Strong customer service skills and quality management experience.
- Ability to build collaborative working relationships with a variety of stakeholders, including sponsors, volunteer committee members and internal departments
- Computer skills: proficient in the standard suite of Microsoft Office products. Experience with Adobe Creative suite an asset.
- Ability to speak Mandarin or Cantonese, or read and write Chinese an asset.
- Experience with Raiser's Edge or other donor database management systems an asset.
- Experience with Auction Tracker, Givergy or online fundraising systems (eg. Luminare) an asset.
- Ability and willingness to work outside normal office hours as required.

This is a full-time, one-year temporary position with a possibility of extensions and competitive salary and benefits. Start date: Immediate.

TO APPLY

If you possess the qualifications and experience indicated, please email your resume and cover letter, with "Fundraising Events Officer" in the subject line, by **October 5, 2018** to:

Corina Somerville
VGH & UBC Hospital Foundation
855 West 12th Avenue
Vancouver, BC V5Z 1M9

(email: hr@vghfoundation.ca)