

Manager, Events

The Opportunity:

Led by the Vice President, Eastern Canada Region, and working as part of the nationwide revenue development team, this senior fundraising professional plays an integral role in the organization's growth through engagement of key donors in support of our annual events, such as the Gastronomy Supper, Ideator Viewing Party, Fireball, Move Your Way, and annual cultivation initiatives. The Manager, Events establishes the gold standard in relationship building from prospecting, to solicitation to stewardship. As staff lead for signature events, the Manager effectively develops critical paths and manages all event committees. The Manager is responsible for creating all event strategies that meet annual fundraising targets and cultivates new and existing event donors and friends, with gross fundraising goals for signature events and partnership programs. The Manager, Events brings exceptional maturity, poise and respect to every circumstance of event in the giving cycle.

As an essential member of the development team, the Manager will help to implement and deliver Arthritis Society Canada's five (5)-year strategic revenue goals across Quebec, and nationwide.

Key accountabilities will include:

- Develops and implements annual development plan and budgets for signature events such as the annual Gastronomy Supper, Ideator Viewing Party, Fireball and Move Your Way.
- Attends and manages all event planning committee meetings to support the chairs, vice chairs and committee members, as a committee lead and liaison.
- Creates and manages revenue and expense budgets for each signature event, with regular updates to the Vice President.
- Develops and/or oversees the development of all gift-in-kind (GIK) sponsorship proposals, GIK solicitation letters, ticket letters, event supplier letters and back-up materials for all prospective suppliers and GIK donors.

Required Skills & Experience:

- 5+ years of progressive events experience, gained from a similar fundraising environment.
- Post-secondary education in events, fundraising, business, or a related field.
- Demonstrated ability to deliver outstanding service and an exceptional events experience to donors and friends of an organization.
- Driven, energetic, self-motivated, results-oriented events professional, with passion for innovative and spectacular events experiences.
- Demonstrated ability to manage multiple logistical priorities.
- Ability to use discretion, judgment and tact when trouble shooting and in handling highly sensitive, confidential information.
- Strong interpersonal skills, with the ability to work in a collaborative style with local and nationwide colleagues and stakeholders, both in-person and remotely.
- Exceptional written, oral and presentation skills.

- Bilingual (French and English) language skills required, as the Manager will be communicating daily with both French and English speaking donors, committee members, sponsors, guests and other key external organizational stakeholders.
- Strong level of comfort and experience with donor databases (Raiser's Edge experience preferred) and Microsoft Office.

What We Do:

Arthritis Society Canada is on a mission to fight the fire of arthritis with the fire of research, innovation, advocacy and information and support. That's because arthritis robs six million Canadians of their mobility, mental and physical well-being, and in some cases, their livelihood. It is Canada's most common chronic condition, and there is no cure.

Why Join Us:

A career at Arthritis Society Canada is more than just a job. It's an opportunity to use your talents to push back against the devastation of arthritis. Fighting the fire of arthritis gives meaning to our work, incites collective action and drives us to excellence in all we do. Our bold and ambitious strategic plan, Accelerating Impact, is propelling our work to create transformational change. We are a diverse, innovative, agile and performance-driven culture. Our people are essential to our efforts and we will empower you to be successful in your role. Arthritis Society Canada is honoured to be a 2022 Canada's Most Admired™ Corporate Cultures winner, and proud to be accredited under Imagine Canada's Standards Program.

Some highlights of what we offer:

- **Performance Rewards:** Pay for performance incentive program.
- **Health & Wellness:** Extended healthcare benefits (including dental, vision, prescription drugs & disability coverage), choice of healthcare spending account and/or healthy living account, virtual healthcare & discounted fitness membership.
- **Time-Away Programs:** Vacation (at least 3 weeks), personal days, holiday closure & summer hours.
- **Retirement Planning:** DCPP whereby you contribute 4% of earnings & we match this with 5%.

In furtherance of its mission and strategic priorities, Arthritis Society Canada commits to promoting inclusion, diversity, equity and access (IDEA) through its information and support, advocacy, programming, internal policies, and governance structures. In selecting individuals and furthering the goals of our IDEA work, Arthritis Society Canada will aim to ensure that our people reflect the knowledge, experience, skills and diversity (including but not limited to diversity of gender, race, and geographical location) of the communities we live in and serve.

If you are interested in, and qualified for, this exciting opportunity, please submit a cover letter and resume to hr@arthritissociety.ca by **December 23rd 2022**. We thank all applicants for their expression of interest, however only those selected for an interview will be contacted.

Arthritis Society Canada is creating an organization that is an exceptional place to work and volunteer. You are encouraged to visit our official careers site at www.arthritissociety.ca/careers where you can view all our current

job opportunities across Canada, and learn more about why you should join our team to help extinguish arthritis for good!

COVID-19 Vaccinations: A requirement of employment at Arthritis Society Canada is to be and remain fully vaccinated against COVID-19 (including receiving such booster vaccinations as are recommended by provincial or federal health authorities from time-to-time). As such, successful candidates must provide satisfactory proof to Arthritis Society Canada that they are fully vaccinated against COVID-19. Arthritis Society Canada will consider, on a case-by-case basis, requests for medical or other exemptions from this requirement based on protected grounds under applicable human rights legislation. Where an exemption is granted, an employee may be required to undergo testing for COVID-19 and demonstrate a negative result at regular intervals to be determined by Arthritis Society Canada, and at the cost of the individual (subject to applicable law). At Arthritis Society Canada's discretion, this vaccination requirement may be extended to apply to such other vaccinations as are required or recommended by provincial or federal health authorities to maintain a safe and healthy workplace and community, including by preventing infectious disease transmission.