



Job Posting

Job Description: Events & Community Giving Coordinator (Full-Time, Permanent)

Reports to: Senior Development Officer, Hotel Dieu Shaver Foundation

Hotel Dieu Shaver (HDS) Foundation effectively raises and stewards funds to support Niagara's only rehabilitation and complex care hospital, Hotel Dieu Shaver. Donors play an important role in the health care provided in our communities. HDS Foundation relies on the generosity of the community to help meet the needs of patients at HDS since funding from the government does not support the purchase of capital equipment and specialty programs.

Position Summary

Foundation events are vital in building and nurturing relationships with donors and the external community. The Events & Community Giving Coordinator ensures all signature events are carefully planned, organized and executed to maximize financial support. In addition, the Events & Community Giving Coordinator works with members of the community who are organizing third party and partner events, ensuring all proper procedures and rules are followed. They play an integral role in increasing the profile of Hotel Dieu Shaver (HDS) Foundation and in generating significant revenue for Hotel Dieu Shaver (HDS).

Primary Responsibilities

- Serve as the lead for all signature events, coordinating the planning, event day logistics and promotion of events, ensuring high-quality, cost-effective events are executed within the established budget.
- Support all fundraising activities including sponsorship solicitation, sales planning, ticket sales and other avenues of revenue generation (i.e. auctions, raffles, donations, etc).
- Oversee on-site event execution; managing event staff, volunteers and vendors.
- Work in collaboration with the Foundation team to create and produce all event collateral including advertisements, invitations, posters, event signage and online/social media advertising. This includes using in-house design tools (Canva & Adobe Creative Suite) or working with vendors as required.
- Create and manage online micro-sites for signature and third party events.
- Invoice and follow-up of event-related payments.
- Recruit, coordinate and manage volunteer tasks that pertain to signature events (and third party events as required).
- Fulfill follow-up reporting and relationship management/stewardship. Generate post-event reports highlighting key metrics and areas for improvement.
- Create participant surveys; use insights to enhance future event planning and execution.
- Coordinate stewardship events for donors (ie. Donor recognition & cheque presentations)
- Manage third party requests and act as a resource for third party events providing information, promotional material, support, licensing, etc.
- Source new third party opportunities and cause-related initiatives in the community.



- Track details in Events Module of Raiser's Edge, maintain actions and notes in timely manner and run appropriate event reporting.
- Manage fundraising programs: staff 50/50 lottery, battery recycling program and third party bingos.
- Other duties and projects as assigned.

Required Skills, Knowledge and Experience

- Minimum college and/or university degree or equivalent experience.
- Must have 1-3 years of successful experience as an event coordinator or in a similar role.
- Proficiency using MS Office Suite and design software (such as Adobe Creative Suite and Canva) at an advanced level.
- Working knowledge of online peer-to-peer fundraising platforms, such as AKA Raisin, and Raiser's Edge Program is an asset.
- Demonstrated ability in planning, organizing and prioritizing multiple tasks and meeting deadlines in a busy environment with poise and patience.
- Excellent written and verbal communication skills, especially in the area of correspondence and report writing.
- Must possess a high degree of resourcefulness, flexibility, adaptability and have the ability to work effectively with minimal supervision.
- Dedicated to promoting the Foundation's fundraising priorities through developing excellent relationships with staff and patients.
- Ability to work in a manner that exemplifies the core values of Hotel Dieu Shaver.
- Valid Ontario Driver's license required.

Position Details

- Full-time (37.5 hours/week) permanent position. Flexibility is required as this position includes some evening and weekend needs.
- Employee health benefits, paid vacation, and participation in the Healthcare of Ontario Pension Plan (HOOPP).

Vaccines (COVID-19 and others) are a requirement of the job unless you have an exemption based on medical or other grounds pursuant to the Ontario Human Rights Code.

We invite you to join our friendly work environment! Please submit your resume and cover letter (including salary expectations) by Friday, May 10, 2024.

Email: Kristina.manzi@hoteldieushaver.org

Mail: Hotel Dieu Shaver Foundation
c/o Kristina Manzi, Interim Executive Director
541 Glenridge Ave, St. Catharines, ON L2T 4C2

Hotel Dieu Shaver Foundation is committed to an inclusive, accessible and welcoming hiring process that provides reasonable accommodation to all applicants. Please advise should you require any accommodation to participate in this posting, recruitment, selection and/or assessment process.

We appreciate all applications received and advise that only those under consideration will be contacted.