



## **Job Posting**

**Position: Event Coordinator (Full Time – One Year Contract with pension and benefits)**

**Reports to: Executive Director, Hotel Dieu Shaver Foundation**

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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 Hotel Dieu Shaver 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 Event Coordinator ensures all signature events are carefully planned, organized and executed to maximize financial support. In addition, the Event 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 HDS Foundation and in generating significant revenue for 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).
- 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 (eg. Adobe Creative Suite) or working with outsourced vendors when 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.
- Fulfill follow-up reporting and relationship management/stewardship. Produce event summary reports and manage participant surveys.
- Manage third party requests and act as a resource for third party events providing information, promotional material, support, etc.
- Liaise with volunteer committees, hospital staff, Foundation and Hospital Board members where appropriate.
- Track details in Events Module of Raiser's Edge, maintain actions and notes in timely manner and run appropriate event reporting.
- Represent the Foundation at various internal and external community events.
- Other duties and projects as assigned.



**Qualifications:**

- Minimum college and/or university degree or equivalent experience.
- Must have minimum of five (5) years successful experience in event planning. Understanding of healthcare and non-profit organizations is preferred.
- Proficiency using MS Office Suite at an advanced level. Working knowledge of Raiser's Edge Program.
- Proficiency with peer-to-peer fundraising platforms such as AKA Raisin.
- 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.
- Most 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.

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*Vaccines (COVID-19 and others) are a requirement of the job unless you have an exemption based on medical or other ground 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, November 18<sup>th</sup>, 2022.

**Email:** [tracy.geoffroy@hoteldieushaver.org](mailto:tracy.geoffroy@hoteldieushaver.org)

**Mail:**

Hotel Dieu Shaver Foundation  
c/o Tracy Geoffroy, Executive Director  
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Accommodations for job applicants with disabilities are available on request throughout the recruitment process.

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