



WE ARE HIRING!
COME JOIN OUR TEAM!

MANAGER, CORPORATE & COMMUNITY EVENTS

CHEO Foundation, Ottawa, Ontario

Full time, permanent

\$ 80,000 to \$ 85,000

Deadline to apply
October 7, 2022

Click [here](#) to visit our webpage

About the CHEO Foundation

The CHEO Foundation existed before CHEO, the CHEO Research Institute and Roger Neilson House. Community volunteers recognized the need for a children's hospital in our region to serve families. Since that beginning, we have remained the link between these respected institutions and the generous community that financially sustains them.

The purpose of the CHEO Foundation is to turn donations of money, time and kindness in all its forms into the medical treatment, cutting-edge research, and the compassionate care that children, youth and families need and deserve.

Because of your philanthropy, fundraising events, and generous support of our work, the CHEO Foundation celebrates your community spirit and your love for young people. This makes CHEO strong today and ready for tomorrow.



CHEOkids



@cheo



CHEOhospital



CHEOvideos

www.cheofoundation.com

What we offer

- Extended Healthcare Benefits
- Defined Benefit Pension (HOOPP)
- Making a Difference in the Lives of Children/Youth
- Competitive Wages
- Flexible Schedules
- Onsite Fitness Centre
- Learning Opportunities
- Inclusive Culture
- Wellness Programs

Position summary

Reporting to the Director, Corporate & Community Events, the Manager, Corporate & Community Events is responsible for planning, logistics and execution of signature and major events including lotteries, galas, the annual CHEO Telethon, and signature fundraising events. Responsibilities will include leading the planning and execution of new and existing events, leading four direct reports within the Corporate & Community Events team, and working closely with event partners and stakeholders.

About You

You are someone that wants to work on a great team for a great cause, and who appreciates the enormous generosity of our community. You are a seasoned events planner with a strong focus on quality, and you have a knack for finding innovative and creative ways to continuously improve the participant experience.

You are a passionate champion of the CHEO mission and for child health, generally. Flexibility in work and home life will help you meet the demands of this wonderfully rewarding opportunity to help CHEO care for children and youth in communities throughout eastern Ontario, western Quebec, northern Ontario and Nunavut

A natural collaborator, you are a strong leader and a skilled communicator. You are creative, strategic, and you seek input from stakeholders when making decisions. Calm under pressure, you provide a steady influence over your team amidst complex and sometimes unpredictable variables involved in planning and executing major events.

Being a team player who can get along well with coworkers, participants, donors and other stakeholders will be important when working in this fast-paced environment. You are not daunted by a day that will involve juggling multiple projects with priorities shifting at a moment's notice.

Primary Responsibilities

- Plan and execute events in accordance with CHEO Foundation's overall operating strategy
- Monitor budget allocations and make decisions that align with resource availability
- Ensure proper data integrity guidelines are being met within the team
- Develop timelines and workback schedules
- Ensure event partner deliverables are executed based on thresholds
- Work with the communications team to plan and execute marketing materials and messaging
- Monitor timelines and critical paths and update information throughout in CRMs (Asana, Raiser's Edge)
- Encourage/execute collaboration with external stakeholders when beneficial for all parties
- Provide support with volunteer recruitment, engagement and training
- Overall management/mentorship/coaching of the team with a focus on orientation, training, goal setting, monitoring performance, leading team development and encouraging professional development
- Provide tactical expertise in fundraising events to third-party community event organizers
- Conduct post-event debrief, make recommendations for future events
- Manage and resolve donor interactions on sensitive topics (terms of agreement, receipting, branding, promotion, and timelines) in a manner that ensures positive relationships, interactions and outcomes with the donor; produce sponsorship reports for sponsors
- Ensure team's annual fundraising goals are met
- Research general outreach opportunities (ongoing)
- Remain up to date with new marketing trends
- Other tasks/projects as required

Qualifications

- Progressive leadership experience in special events and/or entertainment industry, sponsorship, marketing and fundraising
- Proven abilities as a skilled leader, able to inspire, coach and motivate others
- A proven track record of successful budget management
- Excellent donor and volunteer relations skills
- Demonstrated success in generating new business and building external relations
- Experience planning and executing large-scale fundraising events
- Strong time management skills – able to proactively manage competing priorities
- Superior verbal and written communication skills, including public speaking
- Outstanding business case analysis and development abilities with strong project management skills and a high level of attention to detail
- A go-getter, team player and relationship builder
- Excellent computer skills (Microsoft 365, Asana, Bidding for Good, DonorDrive, Raisers Edge or equivalent)
- Bilingual would be a definite asset
- A CFRE, CFP or CMP professional designation would be a definite asset

COVID-19

All references to groups or gatherings refer to a time when COVID-19 restrictions are lifted, and gatherings are once again safe. The CHEO Foundation offices are located in Ottawa. Employees are working remotely due to COVID-19 protocols and will do so until further notice.

The CHEO Foundation has a Universal COVID-19 Vaccination Policy that applies to all staff. As a condition of employment, the preferred candidate will be required to provide proof of both their first and second dose of the COVID-19 vaccine. Exceptions will only be made on the basis of disability (medical), creed (religion) or other grounds enumerated in the Ontario Human Rights Code.

Application Process

Applications will be accepted until midnight, October 7, 2022. Please send your resume with a cover letter to apply@cheofoundation.com with the position title in the subject line. Although we appreciate the interest of all candidates, only candidates invited for interviews will be contacted. No phone calls please.

The CHEO Foundation is an equal opportunity employer. Should you require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.