



Fundraising Events Officer

About Children's Health Foundation

Children's Health Foundation believes that children and their families in Western Ontario deserve the best possible care and the most possible hope when faced with a serious health issue. The Foundation calls on caring people to help strengthen and transform the health care experience in our region. Donations fund cutting-edge equipment, care enhancing programs and ground-breaking paediatric research at Children's Hospital in London, TVCC (formerly Thames Valley Children's Centre) and Children's Health Research Institute. The Foundation ensures better childhoods for kids facing challenges and serious health issues and hope, relief, and support for those who love them. Donations to Children's Health Foundation impact more than 50,000 children each year, across Western Ontario, from Windsor to London and Kitchener-Waterloo, and north to Thunder Bay and beyond.



Children's Health Foundation is accredited by Imagine Canada. We are committed to building excellence, transparency, and accountability in all areas, including governance, finances, fundraising, staff management and volunteer involvement.

About the Opportunity

Children's Health Foundation has a full-time permanent position within their Community Relations Team. The Fundraising Events Officer is responsible for planning, logistics, implementing, and evaluating events that help Children's Health Foundation promote its mission and purpose.

The Fundraising Events Coordinator reports to the Director, Community Relations and Children's Miracle Network, and will work closely with the Fundraising Team, external volunteer work teams and leaders from the three partner organizations (Children's Hospital, TVCC (formerly Thames Valley Children's Centre) and Children's Health Research Institute).

Key Responsibilities and Accountabilities:

Event Management

- Work with internal and external stakeholders to provide a seamless guest experience and support all event logistics.
- Provide support to internal staff and volunteer work team members when seeking financial and in-kind commitments.
- Support volunteer work teams including helping set meeting schedules, develop, and distribute minutes of each meeting.
- Develop and implement all auction-related activities for events including but not limited to; auction prospect lists, solicitation assignments, tracking, collection, and storage of auction items, bid sheets and descriptions, cash out processes, reconciliation, and collections post-event.
- Regularly review event critical paths, providing support to stay on track, as needed and support efforts to focus on the best return on investment to attain the highest possible revenue generation.
- Work with other members of the Children's Health Foundation team including tasks such as

volunteer coordination, promoting the event, prospect research and administration needs.

- Ensure all event materials are prepared well in advance of event.
- Manage stewardship and recognition activities for event sponsors, supporters, and attendees.
- Respond in a timely, productive, and professional manner to enquiries from the public about the event.
- Conduct post-event evaluations.

Account & Relationship Management

- Manage a portfolio of Foundation donors and potential donors, as assigned. Engage, cultivate, solicit and steward assigned prospects to support a culture of donors feeling connected, valued, and informed.
- As a key member of the fundraising team, champion the goals of our fundraising programs and budgets, with a focus on philanthropy, participation, and engagement of a variety of constituent groups.
- Collaborate with team in identifying opportunities for development and growth in fund development programs and partnerships.
- Co-ordinate personal visits and solicitations, and conduct face-to-face meetings with assigned prospects, utilizing volunteers or senior leaders, where appropriate.
- Develop effective relationships with key stakeholders to enhance and leverage their engagement with the Foundation.
- Draft letters, prepare presentations, and other duties, as requested.
- Schedule meetings, including when necessary, canvassing participants for dates, booking meeting space, arranging technical requirements and refreshments.
- Maintain accurate files and enter contact reports, action tracks or other donor information/updates in a timely and consistent basis into Raiser's Edge database.
- Develop, implement, and report on annual work plan and associated action plans for each event and accounts assigned

Education and Experience:

- Graduate of post-secondary program in event, communications, fundraising, public relations, or related field or equivalent experience.
- Ideally, a minimum of 1-3 years of related work experience, preferably in a non-profit fundraising or event planning environment
- In-depth knowledge of Windows, Microsoft Office (Excel, Word)
- Excellent writing and project management skills with ability to manage multiple tasks and priorities and meet critical deadlines
- Strong organizational, interpersonal and communication skills. Ability to condense and package information in a visually appealing and logical manner
- Able to work independently as well as in a team environment
- Experience with Raiser's Edge (or another fundraising database) is an asset
- Demonstrated conflict resolution skills coupled with sound judgement

Requirements:

- A belief in the mission of Children's Health Foundation and commitment to their values.
- Children's Health Foundation is primarily working virtually at this time and will likely do so through 2021. Post-pandemic there is maybe the ability for this position to have a combination of office and home-based work.
- Local and regional travel may be required; the incumbent must have access to transportation.
- The nature of the work is such that regular evening, and weekend work is required, on approval of the supervisor.
- A Vulnerable Persons Police Check is a requirement of employment.

SALARY RANGE

The Fundraising Events Officer annual salary range is between \$40,000 to \$55,000. This position is eligible for extended health and dental coverage and participation in the HOOP defined benefit pension plan.

APPLICATION INFORMATION

To explore this opportunity further, please email your resume with "CHF Fundraising Events Officer" in the subject line, in confidence to careers@childhealth.ca **by August 18, 2021.**

Children's Health Foundation is committed to diversity, equity, and inclusion.

No phone calls please. We thank all those who apply for the position, however, only those selected for an interview will be contacted. Thank you for your understanding.