



# **Development Officer, Events 1 Full Time Position Women's College Hospital Foundation**

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## **THE OPPORTUNITY**

Women's College Hospital Foundation is seeking a dynamic, detail and results oriented **Development Officer, Events** to join our high-performing **Community Engagement and Marketing Communications** team.

## **ABOUT WOMEN'S COLLEGE HOSPITAL FOUNDATION**

Women's College Hospital Foundation (WCHF) is dedicated to supporting WCH as it revolutionizes health for women. Working together with patients, family members, staff, physicians, volunteers, community members and corporations, we raise, manage and invest funds to support the Hospital's current and future priority needs. WCHF donors contribute generously to help build the new WCH, advance research and support innovative programs that address the unique needs of women and their families.

The strength and size of WCH's donor community is a huge testament to the incredible work taking place here. Today, our donor family includes over 32,000 individuals, corporations and foundations.

Respect, caring, integrity and partnership are core to who we are, and we believe that authenticity and accountability strengthens all that we do. We are committed to our mission to build life-long relationships with our communities to support and fund health for women, innovation, research and relationship-centred care at Women's College Hospital.

*Learn more about WCHF, visit: [www.wchf.ca](http://www.wchf.ca) / @wchf*

## **ABOUT WOMEN'S COLLEGE HOSPITAL**

Women's College Hospital (WCH) is Canada's leading independent, academic, ambulatory care hospital with a primary focus on the health of women. Founded in 1883 by Dr. Emily Stowe – a suffragist and the first Canadian woman licensed to practice medicine in Canada – our Hospital has earned its distinguished reputation through hard work, commitment, and a pioneering spirit of innovation.

Today, our ongoing achievements and our dedication to improving healthcare are building on that admirable legacy of leading-edge care and unparalleled caring. WCH opened the Hospital of the Future – a new, \$555 million, state-of-the-art fully ambulatory facility – in fall 2015.

The opening of our new facility amplifies our position as one of the most ground-breaking institutions in the world focused on advancing the health of women and pioneering health system solutions that benefit all people.

WCH is home to one of the only hospital-based research institutes in the world focused on the health of women, and we are fully affiliated with the University of Toronto as one of Canada's leading teaching hospitals.

Learn more about WCH, visit: [www.womenscollegehospital.ca](http://www.womenscollegehospital.ca) / @WCHospital

## **THE ROLE:**

Reporting to the Manager, Community & Signature Events you are a key member of the team. You manage the Foundation's third party events program, from solicitation to stewardship, while providing event coordination and support to the Foundation team. A team player, your keen attention to detail, effective time management and organization skills, along with your enthusiasm for supporting engaging and successful events will contribute to the achievement of the Foundation's revenue and activity targets. This position includes evening and weekend work.

## **Accountabilities & Responsibilities, including but not limited to:**

### **Community Third Party Event Program**

Oversight of third party event program, including marketing, event solicitation and program promotion  
Active solicitation of third party events through outreach to the community  
Meeting with community organizations and providing tours and information about WCH  
Working with third party events to create fundraising sites using Luminate TeamRaiser  
Administrative support of third party event organizers  
Attending and speaking at third party events on behalf of WCHF  
Stewardship management of third party event program and ambassadors

### **Special Events Management**

Provides oversight and management of internal Foundation events  
In collaboration with other Foundation staff, manages the internal event planning process, including goal setting, timelines and critical path; and ensures successful implementation of the plan  
Compile estimates of expenses for each event and provide revisions (with explanations) as event details change  
Monitor event expense budgets, keeping team updated on all aspects of event costs  
On-site event management - executing each event to a high standard including the use of volunteers as required  
Provides lead day-of event support, including evening and weekend events  
Leads the event evaluation process and prepares the final event report if needed  
Provides event support and excellent customer service consultation for external donor groups  
Event volunteer recruitment, training and management for signature events

### **Communications and Marketing Support**

Update or create event collateral using InDesign (eg. Event menus, signage, etc)  
Update or create event presentations using PowerPoint  
Event-related content development (eg. Invitation letters, emails, etc)

### **Qualifications and Skills**

Post-secondary diploma in a related field  
Minimum two – three years paid events experience with a track record of managing successful events;  
Experience managing a third party event fundraising program, including a proven history of meeting revenue targets  
Highly detail oriented  
Proficiency in Word, Excel, PowerPoint, Outlook, and a solid knowledge of database management (Raiser's Edge). Experience working with Luminate and TeamRaiser would be an asset  
Ability to successfully plan multiple events simultaneously  
Ability to positively interact internally as a team member, as well as externally with donors and leadership members

Experience building out a third party events program  
Excellent verbal and written communication skills  
Demonstrated ability to manage multiple tasks effectively and efficiently  
Ability to proactively monitor and adjust activities to respond to changing circumstances and priorities to meet goals, proactively address issues as they arise and mitigate risks associated to events  
Self-motivated, goal-oriented, personable and service-oriented  
Ability to work within a tight timeline and prioritize in a fast-paced dynamic environment  
Comprehensive understanding of budget management  
Demonstrated ability to work effectively with staff, volunteers, and external stakeholders  
Demonstrated ability to provide superior customer service and apply sound judgment when working with donors and volunteers  
Flexible schedule to meet the demands of the position, such as a willingness and capacity to work flexible hours, including some evenings and weekends as required  
Valid driver's license is a preferred asset

**Qualified applicants are invited to submit resume and cover letter, *stating salary expectations* by Friday August 10, 2018 via email to [wchfcareers@wchospital.ca](mailto:wchfcareers@wchospital.ca)**

***Please include the position title in your email.***

**We thank all applicants for their interest; we will contact only those applicants selected for further consideration. Please note that submissions will be reviewed on an ongoing basis, and therefore early submission is encouraged. WCHF will be pleased to provide an accessible recruitment process to candidates invited to move forward in our process.**