

EVENT COORDINATOR

CancerCare Manitoba Foundation

is the only charitable organization exclusively fundraising for CancerCare Manitoba. CancerCare Manitoba's main goal is to eradicate a complex set of more than 200 diseases.

While CancerCare Manitoba works in partnership with Manitoba Health, some programs and services are not eligible for government funding. Since 2000, CancerCare Manitoba Foundation has granted more than \$125 million to help CancerCare Manitoba deliver the best research, patient care, treatment and support.

We are proud to support CancerCare Manitoba's internationally-recognized team of health professionals as they provide outstanding quality care for all Manitobans and their families living with cancer.

Signature Events:

[Guardian Angel](#)
[A Gold Plated Evening](#)
[Challenge for Life](#)
[Dragon Boat Festival](#)
[Ride Inside](#)

To submit your candidacy:

Send your cover letter and resume to mmcintosh2@cancercare.mb.ca no later than November 15, 2019

Only the candidates selected for interviews will be contacted.

No solicitation.

CancerCare Manitoba Foundation is looking for a dynamic, creative individual with a passion for this organization and fundraising to join our team and continue to build on the success of our Signature events and to provide quality support to the Senior Manager, Events.

Position Objectives:

This position requires an abundance of organizational skills and an ability to manage multiple priorities; a creative person who takes initiative and works well under pressure; an overall knowledge of the fundraising process; a functional understanding of general office procedures and standards and a solid working knowledge of Microsoft Office programs; strong letter writing, verbal and people skills. Must be able to work alone as well as in a team environment and at all times will maintain a high level of attention to detail while working in a fast paced environment.

Reporting Relationship: Senior Manager, Events

Duration: Permanent

Hours of Work: 37.5 hours/week – Evening and Weekends as required

Duties and Responsibilities include but are not limited to:

- Building and maintaining strong working relationships with donors and volunteers.
- Cultivating relationships with fundraising volunteers to ensure that their needs are supported with respect to event planning and promotion.
- Development, implementation and maintenance of event initiatives and campaigns. This includes administration, event coordination, team recruitment and retention.
- Coordinating communications for the events in areas such as writing, marketing, website content, and other materials for a variety of audiences.
- Collaborating with other departments and volunteers as required.

Requirements:

- Proven experience as an event coordinator in a fast-paced environment, preferably within the philanthropic sector.
- Exceptional organizational skills and ability to balance multiple priorities.
- Excellent time management skills with a commitment to meeting deadlines.
- Strong verbal and written communication skills.
- Knowledge of database management and procedures (Raiser's Edge or Luminate experience an asset).
- You are creative and love coming up with new ideas – you are also self-directed and think quickly on your feet.