



Living with
Advanced
Illness
Centre



Rosedale Hospice

Events Coordinator
Position Description

Position Title: Events Coordinator

Reports To: Director, Development

Status: 0.8 FTE, Permanent

Position Summary: Working as part of the Fund Development team to promote awareness and sustainability, the Events Coordinator plans, organizes, and manages Hospice Calgary's two signature events (Sage Soiree and Hike for Hospice Calgary) and provides leadership to third party event hosts. Demonstrating knowledge of Hospice Calgary's mission and services, the Event Coordinator works to establish new community connections and nurtures event participants, volunteers, sponsors and donors through support and recognition.

The Event Coordinator is also responsible for maintaining documents, reports, data, and communications related to events and community activities. The position also contributes to an ethical, safe, and inclusive environment through knowledge and practice of the organization's policies and procedures.

Primary Duties and Responsibilities:

- Coordinates Hospice Calgary fundraising events from concept to completion, ensuring maximum revenue generation.
- Manages event budgets.
- Communicates event goals and plans to the Hospice Calgary team and encourages support from all colleagues.
- Researches, identifies, and establishes relationships with potential third party donors.
- Provides leadership to event donors and volunteers.
- Coordinates Hospice Calgary event committees.
- Prepares and implements plans to research, identify, and secure sponsors for events.
- Works with the Fund Development and Marketing team to coordinate the marketing and communications of special events including media relations, sponsorship packages, invitations, etc.
- Works with the Manager of Volunteer Services to recruit and train volunteers for fundraising events and event committees.
- Recognizes and thanks donors and sponsors at events and through post event follow-up.
- Maintains organized and accurate documentation.

Qualifications & Competencies:

- Diploma or degree in event management, fund development, or equivalent preferred.
- Minimum of 2 years' experience in event planning.
- Possesses exceptional interpersonal skills and is ambitious, enthusiastic and friendly with people of diverse personality, age and cultural background.
- Possesses strong project management and time management skills, able to handle multiple tasks
- Outstanding written, verbal, listening, and presentation skills.
- Experience working with a donor CRM (ex/ Raiser's Edge)

- Ability to work flexible hours including evenings and/or weekends as required for events.
- Must have valid Alberta driver's license and own car for transportation.
- Ability to meet the physical demands of the job (lifting 25 pounds, standing, driving).
- Values volunteers and understands their role in the organization's success.

Working Conditions

A regular workweek is usually required. Some evening, weekend, and off-site work is required on occasion.