



At The Dream Factory, our mission is clear: to make dreams come true for kids in Manitoba battling life-threatening illnesses. Everything that we do starts with the belief that sometimes kids deserve to get carried away. For children battling life-threatening illnesses, their dreams are what help lift their spirits and carry them to a place where things aren't so difficult. That could be a far-off adventure, a meeting with their hero, or simply time spent laughing with their family. **Simply put, we encourage kids to DREAM BIG.**

We're a Manitoba-based charity that relies solely on the generous support of people and businesses in our community to continue bringing dreams to life. All of the funds we raise stay in this province to help sick kids in our community and their families. Since 1983, when we were founded as The Rainbow Society, we've helped to create cherished memories for over 800 families in Manitoba.

Our dream is for a world where there are no sick kids, but until that is possible we work to ensure every sick child in Manitoba has the opportunity to have their dream come true. But we need your help!

We are currently searching for an EVENTS COORDINATOR to join our team!

The Role:

The Dream Factory is looking for a highly organized individual to lead its special events. This position would be ideal if you enjoy working in a progressive setting and are passionate about helping children and making a difference in the community.

This is a multi-tasking role in a fast-paced, small-team environment. You will be responsible for leading all Dream Factory event planning, implementation, and post-event follow-up.

The ideal candidate will have a minimum of 3-5 years fundraising experience with strong organizational and excellent communication skills including writing, and basic graphic design/video editing. Data base experience would be an asset as well. An ability to build and maintain professional relationships with supporters and volunteers is essential.

Post-secondary education in business or special event management is required. Equivalent education/experience will be considered.

Overview:

The Dream Factory's Event Coordinator will organize various fundraising initiatives and events conducted by The Dream Factory and by organizations on behalf of The Dream Factory, with the goal of increasing revenue while reducing expenses.



Expectation and Responsibilities:

Special Events

Lead all special events for the organization: Dream Maker Auction, Golf Tournament, Dragon Boat, and Virtual Initiatives (Dream Drive and Virtual Auction).

- Includes event planning, implementation, and post-event follow-up
- Secure community and corporate support for events by obtaining donated items and sponsorships.
- Developing sub-committees as necessary (e.g. prizing, etc.).
- Responsible for recruitment and managing the organization's event volunteers.
- Actively participate in donor stewardship initiatives.
- Working to clean and organize data related to events.
- Donor prospecting for events participation based on data.

Community Events and Partnerships

Lead all community events and partnerships including:

- Third party events beginning in 2022.
- Workplace fundraising initiatives and campaigns.
- School (YIP) fundraising.

Other

- Prepare materials for annual general meeting, such as AGM booklet.
- Other duties as assigned.

Skills and Background Required:

- 3-5 years of experience in a fundraising setting.
- Comfortable in a progressive, team-oriented approach.
- Excellent organization and time management skills.
- Initiative and the ability to solve problems.
- Ability to build and maintain professional relationships.
- Comfortable with writing, basic graphic design/video editing, and web management.
- Post-secondary training in business or special event management (or equivalent experience).

What We Offer:

- A comprehensive benefit package including health and dental benefits.
- Matching RSP program.
- *Starting Salary in the range of \$48,000 - \$60,000.

* The Dream Factory retains flexibility to offer outside of this range; a final offer will be dependent on the experience, skills, and education of the selected candidate.

**Please forward cover letter and resume by email to Howard Koks, Executive Director:
howard@thedreamfactory.ca by Friday, April 30, 2021. For more information on The Dream Factory,
please visit www.thedreamfactory.ca.**