



Development Coordinator (First Party Events)

SAINT JOHN, NB - Be part of the largest Wish Granting organization in Canada! Enjoy a job that is personally rewarding, and help children enjoy their most heartfelt wish. Children's Wish Foundation of Canada now has a regular full-time opportunity for a Development Coordinator at their New Brunswick Chapter Office, located in Saint John, New Brunswick.

Working in collaboration with the Provincial Director, this position is responsible for managing and coordinating all 1st party events within a Chapter Office, including the planning, execution and follow up of events. This includes, but is not limited to; securing sponsorship, media relations, donor development and researching opportunities to develop 1st party events increasing chapter revenue. Acting as a representative of the Foundation, this position safeguards the interests of the Children's Wish, the Wish Families and event participants by following established procedures and guidelines ensuring the quality of every event and all sponsorships. This position may be responsible for supervising/managing paid support staff/volunteers.

If you are interested in being part of a growing organization that has a profound impact on the communities across the country, the position of Development Coordinator (First Party Events) may be right for you.

Primary Responsibilities:

- Applies event management principles and processes to manage the full cycle of events at the chapter level (e.g., Golf tournament, Walk for Wishes, Exile Island, Gala's, etc.) ensuring high standards for all events are met.
- Develop strong working relationships with internal and external stakeholders (National Office, Chapter Offices, volunteers, suppliers, sponsors, donors, community liaisons, media community leaders etc.).
- Utilizes high degree of creativity in the development and design of marketing and promotional material including PSA's, press releases, brochures and other material.
- Collaborates with internal departments to assist with development or coordination of material for Wish Stories and other development and communication material/literature of a timely basis which may include social/marketing media.
- Establishes and provides support to event committees as required to ensure success of events (e.g., guidance, materials, staff/volunteers, timelines, etc.).
- Use existing Wish Granting database and work in collaboration with Wish Granting staff to identify appropriate Wish Families for event participation.
- Collaborates with the Chapter Director or immediate manager in identifying opportunities for development and growth in sponsorship, awareness and donations (e.g., sponsorships for; event décor, silent auction, prizes, food and drinks, entertainment, supplies, equipment, venues, etc.).

- Works in compliance with the provisions of The Occupational Health & Safety Act in the applicable province of employment and its regulations, and complies with the Foundation's Health & Safety Policy.
- Other duties as assigned.

Qualifications

- Post-secondary education in fundraising/business or an equivalent combination of education, training and experience.
- 2 -3 years working experience in the fundraising area (events, campaigns and working with volunteers), preferably in a multi-level organization within diverse communities. Supervisory experience is an asset.
- Ability to work independently and on various tasks simultaneously.
- Demonstrated experience in overseeing tasks of others and to work with others on a job to achieve the best results.
- Must be highly motivated and enjoy working in a fast-paced environment.
- Good oral and written communication, interpersonal and presentation skills. Ability to speak to groups of people in a variety of settings.
- Demonstrated experience in problem solving and good judgement.
- Demonstrated time-management and organizational skills. Flexibility with changing priorities and ability to remain focused to meet targeted timelines.
- Proficient in MS Office (Outlook/Word/Excel).
- Demonstrated experience in using databases and ability to be able to train on databases; and the ability to learn and adapt to new technology.
- Positive attitude; ability to take responsibility and be accountable; ability to deal with change in the workplace and be innovative; respect for others.
- Valid driver's license and access to a reliable vehicle.

Working Conditions

- Primary responsibilities are carried out in the Chapter Office, however, regularly required to be out of the office for visits with sponsors and donors, for site visits and attending events in the community.
- This position is required to work outside normal office hours during peak season.

Physical and Mental Effort

- Works under pressure at peak times of the year with tight deadlines, high volume workload, and with multiple demands, changing and overlapping priorities.
- Works under high degree of pressure on day of events to ensure logistics and all aspects of events are carried out successfully.
- May be exposed to sensitive situations regarding wish children and families.
- Physical activity may include lifting of boxes with materials, setting up equipment, etc.

If you are excited about this opportunity, submit your resume and cover letter stating salary expectations by **January 11, 2019** via e-mail to hr.recruitment@childrenswish.ca quoting posting details "**Development Coordinator NB, Posting #AF012**" in your subject line. While we look forward to receiving applications from qualified candidates, only those identified through the pre-screening process will be contacted for an interview. No phone calls, please. Children's Wish Foundation of

Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Children's Wish Foundation of Canada is an Equal Opportunity employer.

About the Children's Wish Foundation of Canada

Children's Wish Foundation of Canada is the largest and only all-Canadian wish granting charity dedicated to granting wishes to Canadian children between the ages of 3 and 17 who are diagnosed with a life-threatening illness. For more than 34 years, Children's Wish has worked tirelessly to grant heartfelt wishes to over 25,000 children and their families – that's three wishes each and every day, all year long!

Children's Wish has chapter offices and professional staff in every province, and each wish family is assigned a dedicated Wish Coordinator who is able to personally and carefully structure each heartfelt wish experience to meet the particular needs of the child and their family. Families travel worry-free thanks to exclusive Blue Cross insurance.

Our newly expanded reach, which includes children diagnosed with a serious neurological or genetic conditions, means continued strong wish referral support through our medical community. Wish referrals continue to increase year over year, and we are proud to maintain our 'no waiting list' policy, thanks to our generous donors.

Now more than ever, we are encouraging Canadians to donate and support Children's Wish Foundation of Canada. You can help grant the next single-most heartfelt wish. Visit www.childrenswish.ca for more information and to donate.