

## **The Opportunity:**

Reporting to the Director of Ontario Fundraising Events, the Manager of Ottawa Community Development is responsible for achieving the annual gross and net revenue goals set for the Ottawa region by leading the Arthritis Society's fundraising activities within the region. The Manager of Ottawa Community Development is an important member of the Ontario Fundraising Events team, and works with fellow managers in other regions across the province to help deliver an overall Ontario fundraising events revenue goal.

The successful candidate will be responsible for the management, implementation and evaluation of all fundraising initiatives and lead our signature events in Ottawa, with a special focus on the Poker Gala (March 2019) and the 10th annual *Walk for Arthritis* (June 2019). He/she will also be responsible for identifying and securing potential sponsorships, and oversee several third-party fundraising and awareness campaigns. Within both the Poker and Walk events, he/she will be accountable for growing the participation of teams and individuals, as well as actively recruiting and managing volunteers to support the events and grow fundraising revenue. The successful candidate will work in close partnership with the Director of Ontario Fundraising Events to effectively promote and publicize the events through a variety of channels and will be responsible for overseeing the smooth administrative operation of the Ottawa office and its volunteers within the region.

## **Required Skills & Experience:**

Our ideal candidate will hold a university degree or diploma in the area of fundraising with at least five (5) years of progressive leadership experience from a similar environment. He/she will have the ability to develop and execute long-term plans while leveraging short-term opportunities and managing objectives, and will be adept at identifying, developing and leading fundraising opportunities, especially event fundraising. Experience working in a large complex organization is ideal, with a results-driven focus essential for this role. Proven sales, administrative, organizational and project management skills are a must. Our ideal candidate will have a strong ability to engage, motivate and inspire volunteers of all levels and display superior interpersonal and communication skills. He/she is a collaborative team player, able to establish and maintain positive partnerships both internally and externally. Proficiency in a wide range of computer skills including Microsoft Office is essential, with Raiser's Edge experience a strong advantage. Bilingual (English and French) language skills are an asset.

Please note that this is a one (1) year contract of employment, with an anticipated end date of February 2020.

We are proud to be an inclusive employer dedicated to building a diverse workforce, and welcome and encourage applications from qualified and talented candidates who embrace our core values. We focus on recruiting for both talent and alignment with our core values, and look for candidates who are interested in growth, learning and encourage new and smarter ways of working. If you are interested in, and qualified for, this exciting opportunity, please submit a cover letter and resume to [hr@arthritis.ca](mailto:hr@arthritis.ca) by **November 23, 2018**.

We thank all applicants for their expression of interest however only those selected for an interview will be contacted.

You are encouraged to visit our official careers site at [www.arthritis.ca/careers](http://www.arthritis.ca/careers) where you can view all our current job opportunities across Canada and learn more about why you should join our team!