SOS CHILDREN'S VILLAGES CANADA

Special Events Coordinator

About SOS Children's Villages
SOS Children's Villages is working with children that no one can adequately care for or that are at risk of losing parental care. Globally we are the biggest of such charity. There are currently 2,000 SOS facilities worldwide, providing homes to approximately 80,000 children, with an additional million children in need supported through community outreach programs, kindergartens, vocational training centers, schools, and hospitals. The result is an organization with a significant impact in the lives of children in need worldwide. 2019 will be a very exciting year for SOS Children's Villages. It marks the 50th anniversary here in Canada and is the 70th anniversary since its founding in post-war Austria. It also is the 30th anniversary for the UN Convention on the Rights of the Child which is the basis for our work

The Opportunity
It is within this exciting and challenging context that the organization seeks to contract an organized, goal driven professional to work as a valued member of our vibrant and creative team. Reporting directly to the President and CEO, the successful candidate will use their three or more years of directly related experience to coordinate and implement a wide range of different events across the country throughout the year. As both a self-starter and team player, you will use your proven project management skills to help ensure the fundraising success of these events in support of our work with the most vulnerable children. **This opportunity is an 18-month fulltime contract position with an option to join on a permanent basis thereafter.**

Key Areas of Responsibility
- Manage a portfolio of special events celebrating organizational and thematic anniversaries.
    - Development of event timelines, budgets, sponsor recognition (both on side and offsite), for sponsors when needed, and post-event reports, etc..
    - Coordinates event logistics including but not limited to venue selection, managing guest lists and working with the various related vendors.
    - Coordinates volunteer engagement when applicable (i.e. volunteer request forms, training, orientation, supervision, and recognition).
- Working with members of the fundraising team and key volunteers to prospect and secure event sponsorship and in-kind contributions.
- Working with Database Manager and digital fundraisers to develop smooth and accurate systems for ticket purchasing, donations, etc..
- Working with Communications and Media Coordinator, ensure targeted exposure of event in social and traditional media.
- Inherent in this contract is the flexibility to sometimes work overtime during the evenings and on weekends and to travel within Canada.

Desired Skills and Qualifications

- Three years of experience with demonstrated track record of meeting fundraising and other objectives for both small and large scale special events.
- University degree or relevant college diploma
- Proven ability to project manage multiple, complex events under pressure and competing deadlines.
- Experience liaising, coordinating and negotiating with vendors.
- Demonstrated capacity to work within a small team or independently with minimal supervision.
- Strong time management skills with the proven ability to prioritize multiple projects.
- Strong understanding of budget management and financial responsibility.
- Excellent knowledge of event industry trends and best practices.
- Experience supporting and motivating volunteers related to special events.
- Confident with a good sense of humour.
- Strong written and communication skills in English (French would be an asset).
- Flexibility to work evenings and weekends as required.
- Ability to travel frequently (the anniversary events will be throughout Canada).
- Sound understanding of fundraising principles.
- Proficiency in Microsoft Office
- Knowledge of online fundraising platforms (e.g. Give Effects, Rallybound) would be an asset.
- Proficiency in Raiser's Edge would be an asset.

All enquiries and nominations will be kept in strict confidence. Interested candidates should email a resume and letter of interest, including salary expectations **no later than Friday, August 31st, 2018** to hr@soschildrensvillages.ca and please **include the position title in the subject line**. We thank all applicants for their interest, however only those under consideration for the role will be contacted. Please note that interviews will commence later in September.

The working location for this18-month contract is ideally at our office in the vibrant ByWard Market, Ottawa. While this is a wonderful location to work, we will consider applications from well qualified candidates who wish to work from both home and our office and who live within the Montreal -Ottawa and Toronto Corridor.