



FUNDRAISING EVENT COORDINATOR **(Full time, permanent position)**

The Teresa Dellar Palliative Care Residence is an independent, non-profit organization that provides quality end of life care for patients and their families. The Residence relies on community support and fundraising activities to raise more than \$4.5 million each year, which complements our government subsidy. With its 23 beds, the Residence is the largest free-standing palliative care facility in Canada and is recognized as a leader in its field.

ROLE PURPOSE

Reporting to the Director of the Foundation, the Event Organizer is responsible for planning, organizing and coordinating fundraising events, namely the *Annual Valentine's Ball* and *the Course pour la compassion*, as well as supporting third parties in organizing their own events. The Event Organizer develops relationships with volunteer committee members, partners, participants, donors and suppliers in order to maintain privileged and solid relationships aimed at securing the loyalty of the various target audiences and achieving fundraising objectives.

PRIMARY RESPONSIBILITIES

- Plan, organize, and coordinate logistics for fundraising events, while meeting timelines, budget; and ensuring established goals are met.
- Work closely with event committees and stakeholders, ensuring timely and effective communication to further deepen engagement.
- Actively look for sponsorships and partnerships to enhance event proposals.
- Promote events and ensure partner visibility.
- Prepare debriefs and analyses of each event and recommend improvements.

GENERAL QUALIFICATIONS:

- Bachelor's degree
- 2+ years of experience in event organization or related field
- Studies in philanthropic management (an asset)
- Experience working with volunteer committees, understanding the importance of effective volunteer relations and communication.
- Attention to detail and managing multiple priorities.
- Excellent time-management and organizational skills
- Excellent interpersonal skills
- Ability to effectively use MS office (e.g., Outlook, MS Word, MS Excel)
- Ability to prioritize and work effectively under pressure to meet deadlines
- Ability to work effectively independently and in a team environment
- Fluently bilingual with excellent communication (written and oral) skills in both French and English

WHAT CAN YOU EXPECT?

- Full time, permanent position - 35 hours a week
- Hybrid work schedule
- Flex-Fridays
- Teamwork, support and interprofessional collaboration
- A serene atmosphere and inviting environment
- A focus on excellence and strong core values to live by
- A chance to make a difference and work with a sense of meaning, purpose, and pride
- An opportunity to contribute to the impact, sustainability, and reputation of the Residence

Please send your CV to careers@tdpcr.ca. The Residence is grateful for the interest shown by those who apply. Thank you for understanding that we are only able to contact those candidates who are selected for an interview.