



**Ronald McDonald
House Charities®**
Newfoundland & Labrador

Keeping families close

Ronald McDonald House Charities® Newfoundland and Labrador
Special Events Coordinator
(1 Year Maternity Leave Contract)

Ronald McDonald House Charities® Newfoundland and Labrador (RMHC NL) is located in St. John's near the Janeway Children's Hospital. Ronald McDonald House offers accommodations to sick or injured children and their families who must travel to St. John's for medical reasons. Operated by a small staff and supported by dedicated volunteers, we seek the services of a full-time **Special Events Coordinator**.

This position is unique - a career with real meaning and sense of purpose. Whether you are working with another non-profit in fund development; or sales, a relationship manager at a corporation or a recent graduate wanting to apply your event coordination and sales experience - you are someone driven by the need to work for a place with purpose. You want to grow your career in the non-profit sector working at the grassroots level with volunteers to meet and exceed fundraising targets. You can see the big picture and break it down into details to solve problems proactively and push your donation goals forward. You have the spirit and the hustle to drive donations through the coordination of signature events. If you're a professional seeking a position where you can make a difference in the lives of sick children every day, this position is for you.

Reporting to and working closely with the **Director, Development & Communications**, the **Special Events Coordinator** key responsibilities include:

Event Management

- Manage a portfolio of signature events (Spare Some Love Bowling Event, FORE the Families Golf Classic, Red Shoe Crew-Walk for Families, Lights of Love Campaign) from planning, information packages, contracting vendors, printing, volunteers, marketing, branded materials etc;
- Responsible for developing and maintaining special event information packages, recruitment, promotional and communication pieces; administrative tools, supporting documents, prospect spreadsheets, event final statements, along with tools for tracking income, outstanding donor commitments and progress toward income goals;
- Meet approved annual fundraising goals by planning and executing RMHC NL signature Fundraiser events and campaigns;
- Recognize, encourage and reach out to prospects with the goal of acquiring new participation and donations.
- Evaluate the strategic direction of events; investigate and pursue ways to add value;
- Evaluate budgets and look for ways to increase revenue and opportunities for cost savings;
- Work with a large team of province-wide volunteers providing leadership and guidance;
- Recruit, engage, and retain volunteers for successful signature event execution;
- Champion success. Support and inspire event organizers, participants and volunteers to be successful in their desire to support RMHC. Assist teams and individuals with online fundraising. Set Up P2P Online Campaigns as required
- Troubleshoot. Anticipate program participant needs and proactively search for solutions to ensure participant expectations are met or exceeded.
- Track and report. Monitor program statistics, analyze the results and work with Director of Development to plan and influence fundraising results and relationships.

Annual Giving

- Work with Director of Development on writing, design and execution of annual direct mail appeals;
- Identify and solicit prospects for RMHC individual giving donor societies to increase revenue;
- Execute Tribute Giving Program strategies to increase awareness and revenue;
- Identify and solicit prospects for Planned Giving;
- Coordinate various activities/stewardship/recognition events for RMHC donors;
- Provide tours to existing and prospective donors/volunteers as needed;

Preferred Qualifications:

The ideal candidate will have fundraising/event planning experience in the not-for-profit sector.

Preferred qualifications include:

- Post-secondary education in fundraising, communications, marketing and/or event management;
- Minimum 1+ years in fundraising, sales and marketing, and/or account management. You know how to increase volunteer engagement and work with diverse stakeholders. Event planning and/or project management experience would be an asset.
- Relationship building expertise. You can gain the trust of community, business and school audiences, deepening existing and growing new relationships. You can inspire action, build momentum and encourage participation.
- Basic accounting skills required;
- You can effectively promote opportunities and partnerships through excellent public speaking, presentations and face-to-face networking. You have outstanding written and verbal skills.
- Proactive, goal-oriented and creatively resourceful.
- You are comfortable working as part of a fast-paced team. Able to manage a demanding schedule and prioritize responsibilities. Able to manage multiple projects.
- Successful record of working with volunteers;
- Proficient with MS Office. Experience working with spreadsheets, a CRM database and online fundraising platforms would be an asset.
- You have a valid driver's license;
- Ability to work in an environment with families in times of stress or crisis

Compensation: Salary commensurate with qualification and experience. Excellent benefits program.

The position is temporary 1 year maternity leave contract (Occasional evening and weekend work may be required.)
Anticipated start date – Monday April 6, 2020

Send resume in confidence to careers@rmhcnl.ca. Applications must be received by **March 11, 2020**.
We thank all applicants for their interest. Only those persons to be interviewed will be contacted.