



Job Posting
Hamilton/Burlington SPCA

Job Title: Event Coordinator
Accountability: Manager, Development
Category: Full Time/35 hours a week. Weekends required.
Application Deadline: June 22, 2018

The Events Coordinator is a goal driven individual with experience in special events, community and partnership fundraising. The Coordinator is responsible for implementing, planning and executing events, as well as supporting the programs and activities of the HBSPCA.

This position will appeal to people with the following attributes:

- Results-driven with a penchant for fundraising event innovation
- Collaborative and brings the best out of people
- Dynamic and self-motivated
- Excellent interpersonal skills
- Team player
- Flexible
- Strong work ethic, and
- Seeks to work in an organization committed to animals thriving in our community

And,

Cares about animal welfare and would like to contribute to a mission driven organization that protects animals from people, and promotes animal health and well-being.

Key Responsibilities:

- Lead the HBSPCA's signature fundraising events from development to execution – including sponsorship solicitation, event logistics, event day execution, budget management, and evaluation.
- Engage the time and talent of volunteers, stakeholders and supporters.
- Look for opportunities to customize/enhance fundraising events' outcomes.

- Network with peers to stay current with best practices generally and in the animal welfare sector.
- Adapt event trends and pitch new event opportunities.
- Liaise with 3rd party event organizers to optimise fundraising efforts in the broader community
- Represent the HBSPCA with media and community at large.
- Working with the Development Team, assist with event marketing and contribute to the stewardship of all donors.
- Strong project and relationship management.
- Utilize Raiser's Edge database and systems to manage relationships, accurately record interactions, and run reports.

Required Key Skills, Experience and Behaviours:

- 3-5 years demonstrated success in event planning and meeting fundraising targets
- Demonstrated excellent verbal and written communication skills
- Strong project and relationship management
- Degree or certificate in marketing, fundraising, communications/writing, advertising
- Experience/proficiency with WordPress, Adobe Suite, Microsoft Suite (Word, Excel, PowerPoint) and design ware
- Experience working in a nonprofit or charitable organization is an asset.
- Experience working with Raisers' Edge is an asset.

To Apply

Interested candidates are invited to e-mail applications in confidence to Development at careers@hbspca.com no later than **12:00 noon on June 22, 2018**.

The HBSPCA thanks all who apply; only those applicants selected for an interview will be contacted.

The Hamilton/Burlington SPCA (HBSPCA) is a private non-profit animal welfare charity serving a mixed urban and rural community. Programs and services support animal rescue, rehabilitation and rehoming. Affordable spay neuter and microchip services promote responsible pet ownership. Innovative pet visiting programs reach children and youth with autism, seniors in their homes, and youth in residential settings. The HBSPCA is a donor based organization and relies on the generous contributions of individual, business and corporate donations for sustainability. Registered Charitable Number: 119236750 RR 0001