



Resource Development Event Coordinator

Full-Time (35 hours per week)

The Calgary Women's Emergency Shelter (CWES) is looking for an individual that believes change is possible, and will thrive in an environment that nurtures families impacted by violence and abuse. Working in a culture of respect and trust together we will build healthy families in our community.

Purpose of the Position

This position works under the direction of the Director of Resource Development and Communications to achieve specific assigned fund development objectives. The Resource Development Event Coordinator manages all aspects of assigned areas, including CWES fundraising events, third party events and the development and maintenance of effective relationships with the community. As part of the responsibility of achieving established fundraising goals in assigned areas, the incumbent will help coordinate activities of Resource Development and Communications (RDC) volunteers, communicate the value of the organization to various publics, and help coordinate fundraising and stakeholder engagement activities and events.

As part of the RDC team, the incumbent will contribute to the development and implementation of a comprehensive Resource Development strategy to enable CWES to meet its strategic goals. This position is responsible for the following areas of the overall RDC plan:

Duties and Responsibilities will include, but may not be limited to:

Third Party Events

- Develop annual event and third party strategy and plan.
- Establish measurable targets for third party events, which meet fiscal objectives of RDC Budget.
- Oversee the acceptance of, and relationships with, third party fundraising events, which include researching, follow up, and conducting necessary evaluations on event effectiveness.
- Ensure third party events comply with all CWES ethics and standards, including the processing and documentation of all third party events.
- Prepare and submit monthly reporting requirements to Director, Resource Development & Communications.
- Attend all CWES and third party events, as required.
- Work with RDC team to further enhance events and donor relations.
- Emcee third party events, if requested by event organizers, where feasible and worthwhile.
- Conduct presentations to prospective event organizers, when necessary.
- Collaborate with volunteer coordinator and provide necessary guidance and support to event volunteers.

CWES Events

- Participate in the planning and implementation of major resource development initiatives, stakeholder and special events.
- Work cooperatively with volunteers, staff, community partners, and other organizations.
- Create, maintain, analyze and make recommendations based on data and anecdotal information.
- Work effectively with the public, donors, and sponsors, and handle any sensitive issues and situations.

Skills and Qualifications

- Bachelor's degree or equivalent work experience.
- Minimum of 3 years of experience in resource development, project management, and staff and volunteer supervision; preferably in a not-for-profit environment.
- Demonstrated success in managing large-scale and third party events.
- Superb interpersonal and negotiation skills, organizing, planning, time and people management skills.
- Effective and persuasive writing skills.
- Possess strong organizational skills to assume the diverse responsibilities and duties of the position, proficient in setting priorities, effective coordination, time management, and multi-tasking in a competent and effective manner.
- Excellent oral presentation and written communication skills, and a commitment to service are essential.
- Computer literate, with proficiency in MS Office, specifically Microsoft Word, PowerPoint, and Excel, and willing to learn new software.
- Ability to interact within all levels of staff.
- Has the ability to set priorities and manage workloads with minimal supervision; self-motivated with strong self-management ability is essential.
- Experience working in a professional and confidential capacity.
- Proven ability to work well in a team environment and establish strong collaborative working relationships.

Other Information

- This position requires a valid driver's license and use of a personal vehicle. Mileage will be reimbursed.
- A criminal records search and an intervention record check are conditions of employment.
- In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents of Canada.

TO APPLY: Please submit your resume and cover letter via Reachire <http://reachire.ca/index.php>.

CLOSE DATE: Review of applications begins on **March 1, 2018**. The position will remain open until filled.

The Calgary Women's Emergency Shelter is committed to diversity and inclusion within its workforce, and encourages qualified candidates from all genders, religious, ethnic and social backgrounds to apply.

We thank all candidates for their interest, only those selected for an interview will be contacted.

We regret that we are unable to accept telephone inquiries.