



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/27

Officer, Events & Sponsorship

Job ID	D6-B7-C7-39-D4-37	
Web Address	https://careers.indigenous.link/viewjob?jobname=D6-B7-C7-39-D4-37	
Company	Canuck Place Children's Hospice	
Location	Vancouver, British Columbia	
Date Posted	From: 2024-07-09	To: 2024-09-07
Job	Type: Full-time	Category: Miscellaneous
Job Salary	\$63,000-\$70,000 per year	
Languages	English	

Description

Officer, Events & Sponsorship

Location: Granville Office and flexibility to work from home

Reporting to: Manager, Events & Sponsorship

Job status: Permanent Full-time 1.0 FTE (75 hours bi-weekly)

We want our staff to "thrive" not just survive, so Canuck Place is committed to living our values of care exceeding not just minimum wage but living wage in B.C. This means that regardless of role our entry level salary is a minimum of \$25.64 per hour equivalent to \$50,000 full-time annually.

ABOUT US

Canuck Place Children's Hospice (CPCH) is British Columbia's recognized pediatric palliative care provider. For over two decades, through the many programs and services we provide, we have made a significant difference in the lives of children with life-threatening illnesses and the families who love them. Be part of a talented and innovative team that takes pride in supporting and providing the highest quality pediatric palliative care.

It is the expectation for all roles across the organization to know the organization's philosophy of pediatric palliative care and uphold a commitment to further ones knowledge. Our philosophy of pediatric palliative care is as follows: Pediatric palliative care improves quality of life, promotes comfort, and reduces suffering for children with life-threatening conditions (serious illness) and their families through a holistic approach addressing; physical, emotional, social and spiritual needs. It is collaborative person & family-centered care delivered using a team-based approach throughout the continuum of care across all ages and stages of illness, including bereavement. It values choice and honest and compassionate communication.

At Canuck Place we understand that uniqueness is powerful. We hold each other accountable for an inclusive environment where employees feel empowered to share their experiences and ideas and know that they belong. We believe diversity drives innovation and the best pediatric palliative care for children and their families therefore we welcome that every person brings an individual perspective and experience to advance our mission. We have more work to do to advance diversity and inclusion and we are building a culture where difference is valued. We have a commitment to inclusion across gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity and disability status, to ensure our team members are empowered to bring their full, authentic selves to work. All staff are encouraged to contribute their perspective and lived experience through our internal employee groups such as Care 4 the Caregiver, Culture, DEIB (Diversity, Equity, Inclusion & Belonging), Green Team, Truth and Reconciliation and Wellness Committees.

WHY SHOULD YOU CHOOSE TO WORK HERE

Canuck Place careers are full of connection, community, and care. We aim to nurture a supportive culture rooted in compassion, collaboration and support while providing expert care to children and families. Our team includes individuals with a special blend of sensitivity, compassion, and appreciation for life. Canuck Place is where no moment is missed. A place where you can make a difference.

We offer competitive compensation and a benefits package focusing on wellness and self-care that includes:

- 20 days' vacation (pro-rated to your full-time equivalency) to start with ongoing annual anniversary increases up to an

organizational maximum of 45 days

- Up to two paid mandatory wellness days a year
- Generous paid leave including compassionate and special leave when you need it
- Municipal Pension Plan (MPP)
- 100% employer paid benefits package from your first day which includes extended health and dental and \$1,500 annually for counselling
- Health and Wellness Spending account that provides up to \$1,000 annually to ensure you can focus on the benefits that are important to you and your family
- Flexible working options
- Free meals on-site at the hospices
- Continuous paid training and development opportunities so everyone has the opportunity to learn new skills and grow
- Ongoing parental support including top up for maternity and parental leave and paid leave for new grandparents

YOUR ROLE

JOB SUMMARY

The Officer, Events & Sponsorship is an essential and active member of the high-performing Marketing, Communications, and Events team. Working closely with internal and external stakeholders, the Officer provides pivotal support to the execution of CPCH's signature event sponsorship program, develops and executes email communication plans for all events, coordinates volunteers, and maintains strict accuracy in databases. The Officer is a forward-thinking team player who thrives in a dynamic environment, exhibiting professionalism, innovation, and a passion for achieving meaningful results.

ACCOUNTABILITIES

- Support all aspects of the signature event sponsorship program including sales/solicitation, research, custom package creation, onboarding, payment collection, data tracking, delivery of sponsor benefits and activations, and post-event reporting
- Build and maintain a portfolio of gala sponsors, including existing and new partnerships
- Utilize excellent written communication skills to lead the development and execution of MailChimp guest communication plans for signature and stewardship events including list management and segmentation, collateral development, content layout, performance tracking, and best practice development
- Support gala committees in reaching their objectives with emphasis on providing exceptional communication, developing resources, tracking outreach, performing prospect clearance, and providing administrative support
- Lead the collateral development, implementation, and tracking of gala cash donation initiatives including Friends of Gift of Time and Gift of Love, Friends in Real Estate, and Lawyers for Canuck Place
- Support gala volunteer recruitment, role assignment, scheduling, and material development, training, and on-site support
- Execute CPCH stewardship event guest communications, sponsorship solicitation, volunteer management, vendor selection, and logistics in collaboration with internal team members
- Develop and execute signature event donor and sponsor stewardship initiatives throughout the year to support retention and engagement
- Collaborate with the Communications & Marketing team on content and collateral development including website updates, signage, printed materials, digital assets, messaging, gifting, photography, video, and social media
- Execute gala raffle strategies through licence application, website and collateral development, volunteer training, and post-event reporting
- Support the Gift of Time Enjoy it Now wine program through collateral development, sales tracking and invoicing, and managing the on-site process
- Co-lead and execute Canuck Place's participation as a partner charity in the BMO Vancouver Marathon RUN4HOPE including runner and volunteer recruitment, communication, and stewardship
- Actively engage in event donor data entry, tracking, and management in Virtuous, CPCH's donor management system, while working closely with the Donor Services team to ensure data accuracy and quality
- Utilize Trello for project management of all tasks in the work back schedule for each event
- Support Canucks for Kids Fund activations including Community Corner game nights, the CFKF Telethon, Vancouver and Abbotsford Canucks player visits to the hospices, the Ride for Kids, and volunteer opportunities such as Live 2 Give Day.
- Represent Canuck Place in a professional and respectful manner when liaising with stakeholders and at committee

meetings and events.

- Contribute to CPCH's success by assisting with other projects and tasks as assigned.

EDUCATION AND EXPERIENCE

- 5+ years of experience in event coordination, fundraising, sponsorship, or communications, preferably in a non-profit organization; or an equivalent combination of education and experience.
- Proven experience in supporting the planning and executing large-scale events.
- Experience in sales, solicitation, and securing sponsorships, preferably within a non-profit setting.
- Experience with email marketing platforms (e.g., MailChimp), developing marketing collateral, and executing communication plans.
- Demonstrated ability to prioritize and coordinate effective work plans in a dynamic, fast-paced environment.
- Ability to manage multiple projects and deadlines, with strong attention to detail.
- Strong ability to craft compelling messages for different audiences, create marketing materials, and communicate effectively with stakeholders.
- Exceptional technical skills using Microsoft Office Suite (with focus on Outlook and Excel).
- Familiarity with MailChimp, Virtuous, Adobe, and Project Management software (Trello) considered an asset.
- Clear and valid BC driver's license and access to a vehicle.

QUALIFICATIONS

What you bring to the role:

- Demonstrated understanding of large-scale fundraising events
- Proven success in soliciting, securing, and executing on event sponsorships
- Passion and ability to achieve excellent results in a fast-paced, high-pressure environment
- Proactive and forward-thinking with the proved ability to manage projects and prioritize effectively
- High integrity and pride in representing yourself and the organization professionally at all times
- Enthusiasm for learning new software platforms and quickly achieving proficiency
- Exceptional attention to detail
- Proficiency in reviewing data for deficiencies or errors, correcting incompatibilities, and checking output
- Resourcefulness and creativity to face challenges and opportunities with balance, good judgment, and objectivity
- Able to collaborate well with a team and are equally as comfortable taking initiative independently
- Flexibility and enjoyment in wearing many hats to support a high-performing team and meaningful work.

Please note:

- Evidence of Health Canada approved vaccinations must be provided prior to your first day of work.
- Flexibility is necessary, as this position may require occasional weekend and evening work and travel within and outside the Lower Mainland.

RECRUITMENT PROCESS

We understand that the recruitment process is not a one size fits all, our inclusion values and flexibility extend to your hiring experience. Canuck Place is committed to providing inclusive access and accommodations throughout the application and selection process. We are continuously working to improve our systems, policies, and practices to ensure our employees, in all their diversity, can succeed. Should you require accessibility accommodation through the recruitment process, please let us know and we will work with you to meet your needs.

Canuck Place Children's Hospice hires on the basis of merit and is strongly committed to equality and diversity within its community and to a welcoming and inclusive workplace. We especially welcome applications from Indigenous persons, visible minority group members, persons with disabilities, people of all sexual orientations, genders and gender identities, members of the 2SLGBTQIA+ community.

How to Apply

Click "Apply Now"

Please submit your cover letter and your resume at <https://www.canuckplace.org/about-us/careers/>. This posting will remain open until filled. We thank all applicants for their interest; however, only those candidates who have been short-listed will be contacted.