

# MANAGER, SIGNATURE EVENTS

Scarborough Health Network Foundation (SHN Foundation)



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## Who we are:

Scarborough Health Network is a leading community teaching health network, consisting of three hospitals and eight satellite sites in Scarborough, one of the most diverse communities in Canada. Our Foundation works with generous donors, volunteers and community members to raise funds for state-of-the-art infrastructure and medical technology to support the hospital's mission to improve lives through exceptional care.

SHN Foundation is raising the profile of our hospitals through the *Love, Scarborough* marketing and fundraising campaign. The extraordinary success of *Love, Scarborough* has helped generate mass awareness, has inspired transformational gifts, and has shone needed attention onto healthcare inequity and gaps in Scarborough. The Foundation has seen tremendous growth all around (staff, events, donations, media coverage, partnership, etc.). It's an exciting time to join the organization as we continue to build upon this momentum!

Find out more about this compelling campaign by visiting [www.lovescarborough.ca](http://www.lovescarborough.ca).

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## What you'll be doing:

Are you an events professional who is adept at planning and running large-scale events? Do you love engaging both donors and volunteers in community fundraising initiatives. Does the idea of running two brand new signature events excite you?

SHN Foundation is seeking an enthusiastic professional to join our team in the new role of Manager, Signature Events. Our signature events are designed to help raise awareness, share impact, strengthen our relationships across the Scarborough community all the while delivering significant undesignated revenue. Reporting to the Vice President, Community Development, you will be building two brand new signature events, including our inaugural community walk located at the Toronto Zoo.

This role will deliver successful events by overseeing operational details, managing internal and external stakeholders and leading our volunteer membership.

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## Your responsibilities:

- Manage our signature events, from event planning through to execution, including our brand-new community walk slated for June 2023 plus a second signature event expected to launch in 2024.
- Develop materials for our signature events and ensure that all timelines are met.
- Serve as the main point of contact for our event participants, ensuring questions are answered in a timely fashion and that participants are provided with the proper tools and support to maximize their fundraising efforts.

- Conduct research of potential vendors, securing quotes and negotiating prices to ensure optimum service and strong working relationships with all partners.
  - Secure insurance for venues and any additional licensing needs as required.
  - Work with stakeholders at all levels of the organization including Marketing & Communications, hospital staff, and senior leadership to help develop and share event content, including key messaging, fundraising toolkits, and event programming.
  - In partnership with the Director, Stewardship & Donor Engagement, develop plans to meaningfully thank our signature event supporters including participants, sponsors, donors and vendors.
  - Leverage SHN Foundation systems including Raiser's Edge and AKA raisin to accurately track, pull and analyze reports to help inform our decision making.
  - Provide input to develop and manage annual departmental plans (fundraising events – in person, virtual & hybrid) and budgets to support the strategic vision for the portfolio.
  - Work in partnership with the Marketing & Communications team to develop and execute on strategies that will help to increase awareness, educate our community and surpass our fundraising goals.
  - Liaise, support and steward out signature event sponsors, helping to ensure our corporate sponsorship targets and all sponsorship related deliverables are met.
  - Determine roles and develop job descriptions for event day volunteers.
  - Play key leadership role on event days.
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## What you bring to the position:

- Post-secondary education, preferably in fundraising, events or a related field.
  - Must have prior event management experience of large-scale events. Experience running large-scale fundraising events is considered an asset.
  - Experience leading volunteers in an event environment.
  - Track record of achieving event related fundraising targets.
  - Experience with Raiser's Edge (CRM), AKA raisin (fundraising software), Asana (project management software) or similar systems.
  - Proficient in Microsoft Office.
  - Healthcare philanthropy experience considered an asset.
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## Your competencies include:

- A passion for events, the Scarborough community and SHN Foundation's mission considered a must!
  - Exceptional interpersonal and relationship building skills with ability to cultivate effective professional networks and relationships with community members, groups and businesses.
  - Solid oral and written communication skills.
  - A blend of professionalism and passion.
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## What we have to offer:

When you work for SHN Foundation, you join a caring and collaborative team that is invested in both your success and career development. This is an exciting time to join a growing and meaningful organization, with ambitions to make the biggest impact yet to healthcare in Scarborough.

We offer an excellent package to employees, including a competitive salary and annual performance bonus, an industry-leading defined benefit pension plan through HOOPP, comprehensive benefits, and the opportunity to progress and build your career. The salary range for this position is \$65,000 to \$80,000 annually, dependent on experience.

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## How to apply:

We would love you to join our team! To apply for this position, please submit your cover letter and resume through our Careers page at <https://www.shn.ca/careers-volunteering/careers/>.

The job posting will close on Friday December 9, 2022. Applicants may be screened throughout application period. All applications will be held in strict confidence. We thank all applicants in advance.

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## Accommodation Statement:

Scarborough Health Network Foundation (SHN) embraces and celebrates our community's unique multicultural heritage and diversity. SHN is an equal opportunity employer, dedicated to a culture of inclusiveness and diversity reflecting our diverse patients, staff and community alike. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs.

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Job Number: J1122-0934

Job Title: Manager, Signature Events

Department: Foundation

Job Category: Foundation

Location: General; travel is required to other sites, events, and meetings as necessary

Job Type: Full-time, permanent

Reports to: Vice President, Community Development

Number of Positions: 1

Number of Direct Reports: 0

Hours: Monday to Friday, with flexibility for some evenings and weekends

Job Description Last Updated: November 16, 2022

Application Deadline: December 9, 2022; applicants may be screened throughout application period