

Senior Manager, Events

Revenue Development | Toronto



The Role:

As Senior Manager, Events, you will play an integral role in shaping and leading the strategy and execution of Arthritis Society Canada's exciting and innovative suite of spectacular fundraising events across Ontario, from our Mission-focused Fashion on Fire and corporate-focused All-In for Arthritis to our dazzling Arthritis Fire Ball which welcomes over 800 attendees, mapping out the unique look and feel of each of our events for maximum impact.

This is a fantastic opportunity for a senior events professional to create a strong and lasting impression on signature events that are highly regarded in the event space, and have been proudly nominated for the 2025 Best Event for a High Profile Non-Profit award by the Canadian Event Awards!



What We Do:

Arthritis Society Canada is on a mission to fight the fire of arthritis with the fire of research, innovation, advocacy and information and support. That's because arthritis robs six million Canadians of their mobility, mental and physical well-being, and in some cases, their livelihood. It is Canada's most common chronic condition, and there is no cure.



Why Join Us:

A career with us is more than just a job. It's an opportunity to use your talents to push back against the devastation of arthritis. Fighting the fire of arthritis gives meaning to our work, incites collective action and drives us to excellence in all we do. Our bold and ambitious strategic plan, Accelerating Impact, is propelling our work to create transformational change. We are united, transformative and impactful culture. Our people are essential to our efforts and we will empower you to be successful in your role. We are honored to be a 2022-2024 (and 2019-2021!) Canada's Most Admired™ Corporate Cultures winner, and proud to be accredited under Imagine Canada's Standards Program.



Our Revenue Development Team:

Our revenue development team is made up of talented fundraising professionals across Canada, in the areas of major giving, planned giving, events and annual giving, who work closely with our community of generous loyal donors to turn shared visions, passions and interests into meaningful impact in fighting the fire of arthritis. We are a nationwide charity with local impact, and the donations from these individuals makes a difference for people living with arthritis in every province.



Key Accountabilities:

Event Planning and Execution:

- Working closely with executive volunteers on the event committees, actively leads the planning and execution of signature events in Ontario.
- Oversees the successful delivery of events, ensuring a positive experience for attendees and achieving fundraising goals.
- Leverages nationwide event strategies to utilize the best approaches.

Event Budget Management:

- Oversees event budgets, tracking expenses, and ensuring cost-effectiveness while maximizing revenue generation, gifts in kind, leveraging existing internal resources, marketing and other materials from the nationwide event strategy, and leveraging external resources to create a highly impactful event experience with careful and strategic investment.

Vendor Management:

- Builds, maintains and leverages relationships with vendors, negotiating contracts, and securing the best possible services and pricing.

Stakeholder Engagement:

- Working with internal teams, executive committee members, donors, and other stakeholders, ensures their needs are met and their involvement is maximized.

Post-Event Evaluation:

- Analyzes event performance, gathers feedback, and identifies areas for improvement in future events.



Qualifications, Experience & Skills:

- At least five (5) years of progressive events experience, gained from a similar fundraising environment, with demonstrated ability to deliver outstanding service and an exceptional events experience to donors and friends of an organization.
- Post-secondary education in events, fundraising, business, or a related field.
- Driven, energetic, self-motivated, results-oriented events professional, with passion for innovative and spectacular events experiences. Demonstrated ability to manage multiple logistical priorities.
- Strong interpersonal skills, with the ability to work in a collaborative style with local and nationwide colleagues and stakeholders, both in-person and remotely. Ability to use discretion, judgment and tact when trouble shooting and in handling highly sensitive, confidential information.
- Strong level of comfort and experience with donor databases (Raiser's Edge experience preferred) and Microsoft Office. Experience with Givergy or other silent auction related platforms, and Canva, an asset.
- Bilingual (English and French) language skills an asset.



Working Conditions:

This position is designated to our Toronto office in a hybrid model. This means you will work at least two (2) days a week from our Toronto office and the rest of the days remotely/from home. The exact days you are required to work from our office will be determined by your supervisor. This will include in-person meetings, events, retreats and other opportunities to connect and collaborate.



Some Highlights of What we Offer:

- **Performance Rewards:** Pay for performance incentive program.

- **Health & Wellness:** Extended healthcare benefits (including dental, vision, prescription drugs & disability coverage), choice of healthcare spending account and/or healthy living account, virtual 24/7 healthcare access & discounted fitness membership.
- **Time-Away Programs:** Vacation (at least 3 weeks), personal days, holiday closure & summer hours.
- **Ways of Working:** Working with us doesn't have to mean working in an office to have an impact. Our dedication to enabling you to flourish means that you can have choice and flexibility in where you work and live, subject to the needs of your role, the people you serve and our requirements. We have a hybrid working model, with home and office-based options available. We will always list a primary location which will be where you go for in-person teamwork.
- **Retirement Planning:** DCPP whereby you contribute 4% of earnings & we match this with 5%, and a convenient reduced-fees Group RRSP scheme.



Apply Now:

This job posting is for an existing vacancy. If you are interested in, and qualified for, this exciting opportunity, please submit a cover letter and resume to hr@arthritis.ca. We thank all applicants for their expression of interest, however only those selected for an interview will be contacted.

Interested in a different role or know someone that would be a great fit for our team? We are creating an organization that is an exceptional place to work and volunteer. You are encouraged to visit our official careers site at www.arthritis.ca/careers where you can view all our current job opportunities across Canada, and learn more about why you should join our team to help extinguish arthritis for good!