

## The Montreal Children's Hospital Foundation

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The mission of the Foundation is to support excellence in care at The Montreal Children's Hospital of the McGill University Health Centre. Since 1973, thanks to the support of its generous donors who give either directly or through one of the 300 community events held each year, the Foundation has facilitated the advancement of teaching and research, the purchase of cutting edge medical equipment, and the creation of many programs at The Children's.

The Foundation is currently seeking to fill the position of **Special Events Coordinator**

### *Job Description*

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*Position: Maternity leave replacement; full-time, 18-month contract*

*Salary: Competitive, with excellent benefits*

*Starting date: immediately*

Reporting to the Director of Special Events and Community Groups, the Special Events Coordinator plays a key role in the organization of major Foundation fundraisers in addition to assisting and advising third party event volunteer organizers with a view to building solid donor relationships.

Main responsibilities include but are not limited to the following:

- Creating and developing excellent working relationships with third party event organizers, and various volunteer committees
- Supporting third party event organizers during event organization
- Representing the Foundation at events (including during evenings and weekends)
- Reviewing event proposals, advising and assisting organizers, and providing organizers and volunteers with necessary information and promotional material
- Working closely with volunteer committees and organizers of third party events in the following areas, as needed:
  - Planning, conducting and attending meetings
  - Writing up minutes and doing follow up
  - Establishing objectives, deadlines and budgets
  - Developing and/or applying partnership and sponsorship strategies
  - Assisting or training third party event organizers
- Minimizing cost per dollar raised for events
- Applying communication and marketing strategies for sustained success of the Foundation's events
- Processing and overseeing follow-up of gifts to ensure they are correctly designated

- Carrying out post-event analyses: spin-off effects of donations, possible improvements, participant satisfaction, growth potential, etc.
- Attending to correspondence, including solicitation letters, thank-you letters, and other relevant documents
- Contributing to the continued enhancement of the Special Events Team through improvement of processes and tools, and injection of new ideas
- Maintaining excellent working relations with staff at The Children's

### Qualifications

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The candidate should possess:

- A proven track record as a professional event organizer, ideally within a foundation or non-profit organization – at least 5 years
- The ability to manage several projects simultaneously (capacity to plan and prioritize), and meet the demands of a continuously growing environment
- Superior networking and motivational skills
- Ability to work both independently and as part of a team
- Capacity to be flexible and adapt to new situations
- A bachelor's degree or equivalent; a major in management or marketing would be an asset
- Excellent computer skills (Microsoft Office) and knowledge of fundraising databases (familiarity with Raiser's Edge would be an asset)
- Proficiency in both spoken and written French and English and facility with public speaking

### To Apply for this Position

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Please send your CV and a letter of introduction to [info@mchf.com](mailto:info@mchf.com) before February 10, 2012.

All applications will be treated as confidential. Please note that only those selected for an interview will receive a response.