

DEVELOPMENT ASSOCIATE – EVENTS (maternity leave)

Kids Cancer Care

The Kids Cancer Care Foundation of Alberta is passionately dedicated to helping young people affected by cancer and their families survive and thrive in body, mind and spirit. With a vision of providing *a cure for every child and care for every family*, Kids Cancer Care strives to end childhood cancer, while easing the pain and suffering of the disease through three essential program areas: 1. Camp and Outreach; 2. Research and Hospital; and 3. Education Support and Scholarship programs.

At Kids Cancer Care, we consider it an honour and privilege to do the work we do. We get to help deserving children and families and we get to see our community at its finest — volunteering, donating, hosting fundraisers and helping others. We love our work, and we love the children and families we serve. We take our jobs seriously, but we don't take ourselves too seriously. We pride ourselves on having a fun, vibrant, and sometimes quirky, team that works, laughs, cries, eats, plays, and celebrates together.

We value diversity and the different perspectives and innovative thinking that it brings. We like to surround ourselves with creative, kind, and passionate people and encourage all qualified persons of any ability, gender, race, culture, ethnicity, or origin, including members of the 2SLGBTQ+ community and those with visible, invisible, and episodic disabilities, to apply. We believe in the power of diversity and are dedicated to creating an equitable, diverse, and inclusive environment at all levels of the organization.

For more information on Kids Cancer Care and our work, please visit us at kidscancercare.ab.ca.

The Position

This is a 12-month, term position reporting to the director of philanthropy.

Position Overview

The primary focus of this role is to execute high calibre events that enhance the image of Kids Cancer Care and ensure sustainable philanthropic support. Key responsibilities include the planning and execution of Kid Cancer Care's signature events, mentorship of colleagues in events management and oversight of fundraising platforms.

Reporting directly to the director of philanthropy, the events specialist will ensure that all development efforts further the fundraising objectives and support the vision, mission and values of Kids Cancer Care. This position will manage, and contribute to, the performance of a highly motivated team and provide event leadership to maintain Kids Cancer Care's strong reputation for high quality events.

The candidate will enjoy meeting people. They will have a track record of achieving fundraising goals and will be an effective fundraising event leader with excellent planning, budgeting, analytic and organizational abilities. The position requires strong interpersonal skills, excellent written and oral

communications abilities, integrity, high energy, creativity, a collaborative spirit and a team player. Knowledge of Calgary's, Alberta's and Canada's event planning and business sectors.

Key Areas of Responsibility

- Ensure the effective management and execution of Kids Cancer Care's 'signature' events with primary responsibility for the Dad and Daughter Gala and Ride of Courage, and a support role for Barley and Smoke Grillin' for a Cure, High Hopes Challenge and Rock Your Locks.
- Be an integral part of the donor stewardship program that serves to enhance the success of the overall fund development program.
- Diligently document and maintain records.

Event Management

Kids Cancer Care's signature events include the Kids Cancer Care Ride of Courage, Dad and Daughter Gala, Rock Your Locks, Barley and Smoke Grillin' for a Cure, Ride for a Lifetime, and High Hopes Challenge.

- Fully manage and direct one to two assigned events.
- Lead the planning, organization, and management of each of these events from concept to completion, ensuring they operate smoothly and efficiently. This includes, but is not limited to:
 - Recruiting and managing internal and external committees and establishing the vision, roles and responsibilities required to achieve and exceed the goals of each event;
 - Planning and coordinating internal committee meetings throughout the planning process to ensure all staff involved in the event are meeting deadlines in the event timeline and aware of all event details;
 - Building and continually re-evaluating event critical paths to ensure event success;
 - Overseeing all event committee member deliverables for accuracy and uniformity, i.e., reviewing the auction website before launch, proofing all signage and event collateral, and ensuring volunteer instructions are clear;
 - Securing the venue(s), rentals, décor, etc. as required by the event;
 - Developing and executing marketing plans and materials;
 - Researching and ordering or purchasing promotional materials required for events, e.g., swag, giveaways, prizing, etc.
 - Supporting the auction lead to secure large items for both live and silent auctions;
 - Developing websites and online fundraising portals;
 - Creating a run of show, speaking notes, staff and volunteer role descriptions and duties, and other required documentation for all aspects of the event;
 - Directing all activities from event set-up through to event day, overseeing vendor management, signage, staging, venue and/or kitchen coordination, program oversight, AV management, etc.;
 - Working with numerous external vendors;
 - Overseeing guest experience management from registration through to the end of the event;
 - Ensuring recognition requirements for donors and sponsors are met; and
- Provide events expertise and leadership to colleagues organizing all other events, supporting as the second and event expert, as required.

Leadership

- In concert with the entire development team, create and execute a comprehensive five-year strategic revenue development plan, continually seeking new opportunities for efficient and creative fundraising and cost management strategies.
- Establish and manage specific assigned budgets.
- Focus on team success in achieving all annual fundraising targets.
- Be an integral part of the donor stewardship program that serves to enhance the success of events and community initiatives and the overall fund development program.
- Ensure compliance with Kids Cancer Care policies, CRA, Service Alberta, and AGLC regulations and guidelines.
- Actively participate in prospective donor and sponsor identification, cultivation, solicitation, and stewardship efforts.

Stewardship and Information Management

- Update and maintain the Kids Cancer Care stewardship grid and encourage awareness of required activities across the development team.
- Assist in the development of impact reports for donors and sponsors.
- Research potential partners and events and actively look for opportunities to grow all fundraising efforts.
- Maintain an accurate system of records.
- Promote Kids Cancer Care as a worthy beneficiary through various marketing initiatives.
- Bring creativity and enthusiasm to the workplace.
- Ensure that Kids Cancer Care fundraising activities and events are of the highest standard by adhering to all charitable and ethical guidelines.
- Support team members to complete projects, working as a team first and foremost.
- Update donor information in Raiser's Edge NXT in accordance with established standards for Raiser's Edge NXT usage.

Education, Certifications and Proficiencies

- At least three years' experience in event planning, or transferable skills, having successfully executed live events from concept to completion.
- Fluid, flexible, well-organized individual who can adapt and problem-solve in an extremely fast-paced, changing environment.
- Exceptional project management skills and planning abilities.
- Strong interpersonal skills and works well with staff and volunteers.
- Experience working with vendors and negotiating contracts.
- Strong oral and written communication skills.
- Ability to thrive in a team environment and be self-motivated.
- Strong computer skills and proficiency in Microsoft Office applications.
- Valid Alberta Driver's Licence and access to reliable transportation.
- Police and vulnerable sectors check required upon hiring (new or done within the last three months).
- Ability to lift 20 to 30 lbs.
- Occasional evening and weekend work required.

Industry Knowledge

- Knowledgeable and stays current with Canada Revenue Agency (CRA) and Service Alberta regulations and guidelines regarding fundraising in Canada and specifically, Alberta.
- Knowledgeable and stays current with Alberta Gaming & Liquor Commission (AGLC) legislation, regulation and policy related to charitable groups.
- Ensure that all Kids Cancer Care fund development activities, for both staff and volunteer participants, are fully compliant with both the AFP Code of Ethics and Standards of Practice and Imagine Canada's Code of Ethical Conduct.
- Stay well-informed of news, activities and trends in the non-profit sector.

Closing Date – This position will remain posted until a suitable candidate is found.

Applications

Please send a cover letter and resume with **Development Associate – Events (maternity leave)** in the email subject line to:

Genine Neufeld
Director of Philanthropy
HR@kidscancercare.ab.ca

Kids Cancer Care Foundation of Alberta
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Calgary, Alberta
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Note: We prefer to receive applications by email. We are grateful to everyone who applies, but only candidates selected for an interview will be notified.