

Calgary Humane Society is a dynamic, non-profit organization whose vision is to use innovative strategies to lead, inspire, and educate in the humane treatment of companion animals, fostering an enlightened community which consistently demonstrates respect and compassion for animals.

Our mission statement is to help as many animals as we can.

As an organization, CHS values compassion, teamwork, respect, innovation, integrity and commitment.

Position Title:

EVENTS COORDINATOR - FULL TIME

Monday to Friday: 37.5 Hours per week (will be required to work some evenings and weekends for special events and other fundraising activities)

The Events Coordinator is responsible for assisting with the development, coordination, and growth of CHS signature events, donor appreciation events, and all community third-party fundraisers with support from all other CHS departments including the Volunteer Resources team.

- Support the preparation of regular event progress reports for review by the Communications and Fund Development teams, including post-event debrief in order to complete thorough final event reporting and evaluation.
- Collaborate with community third party fundraisers and the Donor Relations Coordinator to provide support through materials, guidance, and promotion necessary so they are successful with their fundraising efforts.
- Ensure CHS attendance at third party fundraisers through volunteer and inter-departmental staff support when required.
- Support with the development and execution of best practices for event-related sponsor and donor stewardship activities.
- Be innovative in developing new fundraising initiatives, improving on current CHS events and attracting new sponsors and supporters to CHS events.
- Support the Communications team with the production of marketing and communication materials, including, but not limited to; impact reports, donor recognition materials, videos, flyers, brochures, and advertisements.
- Assist with the creation of still and video photography relative to CHS events.
- Collaborate with other team members to develop, monitor, and evaluate communication strategies for fundraising events and campaigns.

Key Competencies required:

- Outgoing and relationship orientated to foster and enhance connections with individuals and organizations within our community.
- Strong team player with the ability to build effective relationships with peers, volunteers, employees, volunteers, donors, and sponsors by promoting cooperation, collaboration, and partnerships between these groups.
- Solid organizational skills with proven success in event planning and management.
- Ability to manage multiple, sometimes conflicting priorities to deliver results with a strong desire to meet challenges and perform to the highest standard.
- Ability to apply previous experience to identify and capitalize on opportunities and use information from a variety of sources to successfully execute all CHS events.
- Commitment to continuous improvement of the Society's fundraising events and initiatives.
- Ability to work effectively in a team environment, offering direction to others including volunteer groups.
- Exceptional verbal and written communication skills and comfort with public speaking.

Qualifications:

- CHS is a COVID-19 safe workplace. With limited exceptions, CHS requires all employment applicants to provide proof of fully vaccinated status in accordance with current guidelines. CHS also complies with all in-force Alberta Health Services directives regarding COVID 19 safety.
- Minimum 2 years' experience providing administrative and/or other support within the not-for-profit sector.
- Experience in special events coordination within the not-for-profit sector preferred.
- Proven proficiency in Raiser's Edge and Teamraiser software an asset.
- Intermediate knowledge of Microsoft Office Suite required.
- Demonstrated exceptional organizational skills and project management abilities.
- Professional interpersonal skills and proven ability to work within a team environment.
- Outstanding verbal and written communication skills.
- Self-motivated and passionate about achieving established goals and objectives.
- Genuine interest in the welfare of animals and values congruent with the organization.
- Ability to manage stressful and fast paced situations with professionalism and efficiently.
- Must have at least 3 years driving experience with a Class 5 Graduated Driver's License and/or Class 5 Driver's License with a 5-year clean driver's abstract.
- Successful candidate will be required to provide a criminal record check at their own expense, to be arranged by Calgary Humane Society.

Physical Requirements:

- Capable of lifting and carrying a maximum of 40lbs/18kgs (infrequent).
- Frequent walking, standing and sitting.
- Physically capable of handling and working with a variety of species, including but not limited to dogs, cats, rabbits, rodents, birds, and reptiles (infrequent and training is provided).

Please apply in confidence referencing the position you are applying for, including salary expectations to careers@calgaryhumane.ca

We thank all applicants for their interest however only those selected for an interview will be contacted. No phone calls or emails please.