

JOB POSTING – DEVELOPMENT & EVENTS COORDINATOR

Organization: Right To Play International
Department/Division: Canadian National Office
Work location: Toronto, Canada
Authorized to work in: Canada (Ability to work legally without requiring sponsorship)
Target Hiring/ Target Hiring Range: \$48,00-\$52,000 CAD per annum
Closing Date: May 14, 2021

BACKGROUND:

Right To Play is a global organization that protects, educates and empowers children to rise above adversity using the power of play. We reach 2.3 million children each year in some of the most difficult and dangerous places on earth, helping them to stay in school and graduate, resist exploitation, overcome prejudice, prevent disease and heal from the trauma of war. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

Established in 2000, Right To Play is headquartered in Toronto, Canada and has operations in 22 countries across North America, Europe, the Middle East, Africa, and Asia.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

JOB SUMMARY:

Reporting to the Senior Manager, Strategic Partnerships and Engagement, the Development & Events Coordinator is accountable for supporting the development and implementation of Right To Play's strategic partnerships, corporate fundraising and event plans with an annual corporate fundraising target exceeding \$2M in 2022. The Coordinator is primarily responsible for supporting the CNO annual events portfolio of five signature fundraising and engagement events from planning through to execution - event planning, operations and logistics, vendor relations, guest services, finance and administration, as well as volunteer management. The Coordinator supports the Director on the fundraising strategy for these signature events and is accountable to ensuring all efforts meet revenue goals.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Fund Development Coordination (60% of Time)

CNO Signature Events

- Support the planning and execution of existing Right To Play Canada events including but not limited to: Heroes Gala, Play It Forward Virtual Challenge, Right To Play In Conversation Series, Virtual Play Quiz and Rally For Girls Education, ensuring they operate efficiently and generate maximum revenue and exposure.
- Monitor event critical path, coordinate planning meetings, and prepare meeting reports.
- Financial and administrative support with event vendors + attendees.
- Support for event sales committees including prospect lists, sponsorship decks and event materials.
- Guest relations including but not limited to guest lists, registration, dietary requirements, invoicing, payment, receipting and reconciliation.
- Organize and oversee volunteer support for events as required.
- Assist with gift in-kind solicitation for auctions, raffles, etc.
- Development of event evaluation reports/recaps/surveys.
- Coordination and execution of the post-event stewardship strategy.

Third Party Events

- Oversee the Playmakers (Young Professionals Network) portfolio, with the goal to drive revenue via monthly donors acquisition.
- Manage third party events portfolio of 60 hosts including community groups, university clubs and schools, providing excellent stewardship and support including budgeting, communications, RTP branding, database/technology management, marketing materials.
- Streamlining the process to attract and retain third party donors, leveraging turn-key digital fundraising solutions.
- Respond to public inquiries about events/fundraising initiatives in an efficient and professional manner.

Job Responsibility #2: Engagement Coordination (25% of Time)

- CNO: Year-round
 - Research in expanding the corporate partner pipeline of prospects for new corporations to build unrestricted and restricted strategic partnerships.
 - Support sales tracking and maintenance of corporate partner donor pipelines and reports
 - Assist with sponsorship package development and fulfillment.
 - Work cross functionally with Playmakers and Corporate Partnerships team to ensure quality stewardship.
- PLAYMAKERS: (Young Professionals Network) portfolio
 - Liaise with Co-Chairs and the sub-committees to meet their annual targets and goals that are aligned with CNO greater plan.
 - Attend all monthly Board meetings and provide support for events.
- AMBASSADORS: Support the Ambassador stewardship and engagement strategy to maximize impact
 - Assist in communications with approximately 50 Ambassadors across the country with integration of CNO annual events and programs.
 - Coordinate Athlete Ambassador attendance and activity related to approximately fundraising and stewardship events annually.

Job Responsibility #3: National Director Administrative Support (10% of Time)

- Coordinate planning meetings, and prepare meeting reports.
- Support for major gifts fundraising including prospect lists, impact reports and event materials.
- Financial and administrative support with event vendors.

Job Responsibility #4: Perform other Duties as Assigned (5% of Time)

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

- Post-secondary diploma or undergraduate degree in any of the following areas: fundraising, event management, marketing or related field.

EXPERIENCE:

- Minimum 3 years' experience in event planning, fund development and corporate partnership from the public and/or not-for profit sector.

COMPETENCIES/PERSONAL ATTRIBUTES:

- Organized professional with ability to efficiently manage multiple priorities, tight deadlines and staff, volunteers and/or external relationships.
- Excellent interpersonal skills and the ability to work well with diverse groups of people including, staff, internal and external committees and volunteers.
- Operates with a high level of personal responsibility and initiative.
- Exemplary attention to detail with excellent project management, organizational and budgeting skills.
- Flexible and adaptable; able to work both independently and as part of a fundraising team.
- Excellent written and oral communication skills.
- Proven ability to exercise diplomacy and strong judgment/problem solving skills.
- Outstanding at coordinating and working with third party donors, volunteers, and vendors.
- Commitment to service excellence and donor/guest satisfaction.
- Ability to support the big picture goals while contributing to day-to-day tasks.
- Ability to maintain confidentiality.
- Demonstrated commitment to and understanding of the mission and core values of Right To Play.

KNOWLEDGE/SKILLS:

- Knowledge of community-based fundraising (third party, charity events, P2P, virtual fundraising).
- Solid understanding of logistics and project management is mandatory.
- Proficient in Microsoft Office applications, especially Excel, Outlook, Powerpoint and Teams.
- Proficient in creative platforms (Canva, Adobe).
- Knowledge of and experience with digital fundraising platforms (MCRM fundraising software, One Cause, Givergy etc.).
- Knowledge of social media / digital marketing and analytics is an asset.

LANGUAGES:

- Fluency in oral and written English



WHO YOU ARE:

You are a well-organized self-starter able to shepherd projects from start to finish. You have a keen eye for detail and a positive, follow-through mindset. You are passionate and results focused. Proactivity and enthusiasm is crucial as is your ability to problem solve and respond positively to situations with spontaneity.

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a Great Place to Work® Canada Certified and globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). In addition, we offer a competitive salary and benefits package including Group RRSP Plan, gym membership, flexible work policy (e.g. work from home and flex hours) and summer/winter hours.

Target Start Date: May 2021
Contract Duration: Permanent/Full-time

HOW TO APPLY:

If you are interested in applying for this position, please apply [here](#) to upload your resume and cover letter.

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory police record check as a condition of employment.**

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.

