

JOB POSTING – Development & Events Coordinator

Organization:	Right To Play International
Department/Division:	Canadian National Office (CNO)
Work location:	Toronto, Canada
Work arrangement:	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department
Authorized to work in:	Canada (Eligible to work legally without requiring work permit)
Target Hiring Range:	\$47,000 - \$51,000 CAD per annum
Target Start Date:	May 2022
Contract Duration:	Permanent/Full-time
Closing Date:	Open until position is closed

BACKGROUND:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child's life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and eight national offices across Europe (Germany, The Netherlands, Norway, Sweden, Switzerland, UK) and North America (Canada, US).

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 (RTP)'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 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 Senior Manager 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 Coordinator (60% of Time):

CNO Signature Events

- Support the planning and execution of existing RTP Canada Signature events including but not limited to: Heroes Gala, 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.
- Financial and administrative support with event vendors.

Third Party Events

- Oversee the Playmakers (Young Professionals Network) portfolio, with the goal to drive revenue via monthly donors acquisition while also providing counsel and support for Playmaker Signature events
 - 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.
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Phone: +1 416 498 1922



Mailing Address: PO Box 108, Toronto Adelaide Retail, Toronto, ON M5C 2H8
Street and Courier Address: 43 Front St E, Unit 200, Toronto, ON M5E 1B3



Website: righttoplay.com

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

- Develop strategy and relationships with RTP University Clubs to advance their involvement and engagement with Canadian engagement programs funded by Global Affairs Canada
 - Assist and support the year-round engagement of unrestricted corporate partners
 - Create opportunities for synergy and connection between Playmaker program and corporate partners
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Job Responsibility #3: National Director Administrative Support (10% of Time):

- Provide some administrative support for the National Director
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Job Responsibility #4: Other Tasks 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:

- 1-3 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
- 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
- Outstanding at coordinating and working with third party donors, volunteers, and vendors
- Commitment to service excellence and donor/guest satisfaction
- Ability to maintain confidentiality





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, etc.)
- Knowledge of and experience with digital fundraising platforms (MCRM fundraising software, One Cause, Givergy, etc.)

LANGUAGES:

- Fluency in spoken and written English.

DESIRED QUALIFICATIONS (An Asset):

- Knowledge of social media / digital marketing and analytics

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), personal days, personal learning and development days and summer/winter hours.

HOW TO APPLY:

If you are interested in applying for this position, please click [here](#) to apply with 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.**



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Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. 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 Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

EMPLOYEE VACCINE POLICY:

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Canada to be fully vaccinated against COVID-19. **The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.**

ACCOMMODATION:

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.



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