



## EVENT SPECIALIST

Full-Time Permanent

### Who We Are:

The Edmonton Humane Society (EHS) has been an animal welfare leader in the Edmonton community since 1907. We strive to be a model of excellence in the advancement of animal welfare and to lead the movement in creating a more humane world. EHS is a safe haven for thousands of homeless animals each year, providing veterinary treatment, behavioral rehabilitation, care, enrichment and rehoming. Beyond animal sheltering, we engage with the community through various programs and services to support happy, lifelong bonds between people and pets.

### Who We Are Looking For:

We are searching for a self-motivated and outgoing event specialist to assist our organization in delivering phenomenal events that build on existing and future relationships, generate excitement around our organization, and grow partnerships and awareness. You are creative and resourceful with superior organizational skills, great leadership qualities, excellent multi-tasking skills, and superb interpersonal skills that will grow community support and revenue opportunities for successful implementation of all EHS fundraising event initiatives.

### What You Will Do:

#### EHS Signature Events

- Lead the planning, execution and logistics for all EHS signature events;
- Create sponsorship, activation and fundraising opportunities for EHS Signature events;
- Manage volunteers as volunteer liaison for EHS Signature events, working with Community Engagement on volunteer role descriptions, training and onboarding. Provide supervision, feedback and evaluation for event volunteers;
- Evaluate reputational impact and financial return on investment for events and prepare reporting for senior leadership and the Board of Directors as required;
- Create opportunities for new signature events to bring awareness to the work EHS does and engage the community in our work.

#### Third party fundraisers

- Collaborate on third-party fundraising opportunities and execution strategies for current third party events;
- Create opportunities for new third-party events to bring awareness to the work EHS does and engage the community in our work;
- Ensure fundraisers are aligned with EHS's vision, mission, values, and do not contravene any of our position statements and to set policy, standards, guidelines, and expectations for EHS participation in Third-party fundraisers.

#### Event Administration

- Create individual event budgets;
- Inform and communicate with EHS leadership team on all events;
- Create reports on relevant event information as required;
- Create event volunteer roles, training and documentation as required.



### What You Bring:

- A certificate, diploma or degree in a related field (fund development, business administration, marketing, communications, public relations, event planning) which adds value and context to the work being performed and overall understanding of the work we do.
- A minimum of 5 years of hands-on experience in an event planning role is required as is demonstrated success through multiple events.
- Volunteer/staff management experience required.
- Experience with cultivating relationships with event attendees, third party fundraiser hosts, vendors, volunteers and donors is preferred.

### Final Thoughts:

As the ideal candidate, you will have a passion for people, performance and diversity within the lens of animal welfare. You will have strong planning, organizational and project management skills, as well as the ability to work independently and as part of a team. You will have the ability to exercise tact, good judgment, confidentiality and discretion while upholding high standards of performance and accountability in a multi-tasking environment.

In addition, you will have strong customer service is a must to ensure all who attend, are involved with and volunteer for signature and third party events have a positive experience with EHS.

A lifelong learner with a commitment to personal and professional development will find success in this position by employing a passionate and committed approach to fund development practice.

### Compensation & Hours:

EHS offers a competitive not-for-profit compensation package which includes a comprehensive benefits package, and a strong work-life balance. Hours are 40 per week; however, is expected to work hours as required to fulfill department responsibilities. Some evenings and weekends may be required.

### Interested?

If you are looking for a rewarding career in an exciting fast paced environment, we invite you to forward your resume and salary expectations, in confidence, by email to [hr@edmontonhumanesociety.com](mailto:hr@edmontonhumanesociety.com)

*The Edmonton Humane Society is an equal opportunity employer and we thank all applicants for submitting their resume. However, only those candidates considered for employment will be contacted.*