



## Event Coordinator

Full-time, Permanent

### About Us

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.

### The Role

As a team member of the Donor & Stakeholder Department, the **Event Coordinator** is responsible for coordination of all internal signature events, external third-party fundraisers, and assisting with internal department events. This position creates, maintains, and grows community supports and identifies needs and resources for successful implementation of all EHS fundraising event initiatives. This role will act as the primary lead for developing and executing fundraising events and community fundraising initiatives in support of revenue generation for EHS.

### Key Roles & Responsibilities

#### EHS Signature Events

The Event Coordinator is the lead role in planning, logistics and execution of EHS Signature events. EHS Signature events include our largest annual event Pets in the Park, and various EHS lead events throughout the year.

The Event Coordinator role will include:

- Work with EHS leadership to coordinate all staff support required for successful implementation of events including cross-functional staff participation in events;
- Create sponsorship, activation and fundraising opportunities at 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;
- Coordinate with all vendors taking part in events;
- Evaluate reputational impact and financial return on investment for events and prepare reporting for senior leadership and the Board of Directors as required;
- Work with Communications by providing event details to allow for event promotion, creation of marketing materials and speaking notes as required;
- Event Follow Up: prepares timely post event evaluations and debriefs with stewardship opportunities for sponsors and guests;
- 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;

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- Work with Fund Development to ensure fundraisers are aligned with EHS's mission, vision, values, and do not contravene any of our position statements. You will set policy, standards, guidelines, and expectations for EHS participation in third-party fundraisers.

## Administration

- Create individual event budgets and timelines;
- 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.

## Education & Requirements

- A certificate, diploma, or degree in a related field (fund development, business administration, marketing, communications, public relations, event planning).
- A minimum of 3 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

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

## How to Apply

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.*