

INTERNAL/EXTERNAL

Job Title:	Volunteer and Events Manager
Type:	Full-Time (Maternity Leave)
Number of positions:	1
Hours:	37.5 hours per week
Rate:	\$56,082 – 61,912.
Reports to:	Director of Fundraising
Posting Date:	April 10, 2019
Application Deadline:	April 26, 2019
Location:	36 Lombard St.

Fred Victor is a Toronto based not-for-profit, multi-service organization. Our mission: to improve the health, income and housing stability of people experiencing homelessness and poverty. www.fredvictor.org

Fred Victor works with a highly diverse population and upholds the values of respect, choice and inclusion.

Reporting to the Director of Fundraising, and working collaboratively with other members of the Fred Victor Fundraising and Communications Team, the Volunteer and Events Manager is passionate about volunteers and events. She/he promotes a culture of volunteerism that leads to increased awareness, engagement and revenue. The Volunteer & Events Manager oversees the Volunteer Program and implements all Events.

The Volunteer and Events Manager is an integral team member driving growth in revenue for and awareness of FVC. This is a maternity leave position.

Responsibilities:

PRIMARY RESPONSIBILITIES:

- Oversee a robust Volunteer Program, to cultivate a strong culture of volunteerism at Fred Victor
- Manage Fred Victor's Fundraising Events
- Develop and deliver an annual work plan to realize the financial goals and objective of the volunteer and events programs
- Ensure procedures and processes are in place to properly select, screen and orient volunteers who contact Fred Victor
- Develop and maintain volunteer and events policies consistent
- Lead the FV Event Committee

- Recruit and manage key event volunteers and participants
- Ensure detailed, accurate and secure Event and Volunteer data collection and reporting
- Coordinate and support 3rd party fundraisers and events
- Deliver a steady stream of top-notch support and stewardship to volunteers and donors
- Manage Major Donor files that grow from the Volunteer Program
- Contribute to Corporate Donor Development and Stewardship
- Monitor, evaluate and grow Corporate Volunteering
- Manage the process and procedures for GIK Donations
- Represent Fred Victor at public events
- Participate in various learning networks and professional associations
- Participate in monthly team meetings, PMG and Fundraising Committee Meetings
- Attend all Fred Victor signature fundraising, stewardship and cultivation events

Qualifications:

- Five+ years experience in the engagement, support and activation of volunteers and events with a not-for-profit organization.
- Experience in engaging diverse communities through volunteerism and community leadership; demonstrated capacity to lead, motivate and coach
- Demonstrated experience in event management
- Ability to handle a wide range of responsibilities with minimal supervision
- Experience working with people who have experienced homelessness/poverty
- Excellent written and oral communications including public speaking and interview skills
- Experience writing reports and proposals
- Adaptability and the ability to work in a fast-paced environment priorities
- Proficient in the use of Microsoft Office

To Apply:

Submit cover letter and resume no later than 5:00 p.m. on April 26 to mmaccormack@fredvictor.org. Applicants should quote "Volunteer & Events Manager" in the subject line.

A Police Records Check is required by the final candidate(s) prior to hiring

We strive to foster a workplace that reflects the diversity of the community we serve and welcome applications from all qualified candidates; however, only those selected for an interview will be contacted.

Fred Victor is also committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise the hiring manager if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.