

## INTERNAL/EXTERNAL

<b>Job Title:</b>	Events & Community Engagement Manager
<b>Type:</b>	Full-Time, Permanent, Non-Bargaining Unit
<b>Number of positions:</b>	1
<b>Hours:</b>	37.5 hours per week
<b>Rate:</b>	\$56,920.50 - \$62,848.50 per year
<b>Reports to:</b>	Senior Manager, Community Engagement
<b>Posting Date:</b>	April 26, 2021
<b>Application Deadline:</b>	May 7, 2021
<b>Location:</b>	800 Bay St. Toronto

Fred Victor is a not-for-profit, multi-service community-based organization that has assisted people living on low incomes in Toronto for over 125 years. We work in partnership with people from diverse backgrounds who face poverty, homelessness, mental health issues, addictions, and/or social isolation to address their needs and hopes and advocate for a more equitable society. Please see our website at [www.fredvictor.org](http://www.fredvictor.org).

Reporting to the Senior Manager, Community Engagement, and working collaboratively with other members of the Fred Victor Fundraising and Communications Team, the Events & Community Engagement Manager is passionate about events and volunteers. They promote a culture of volunteerism and implements all Events (fundraising, awareness, 3<sup>rd</sup> party, community).

### **Responsibilities:**

- Lead a team of event and fundraising volunteers to execute a portfolio of events, with accountability for significant revenue targets
- Develop and deliver an annual work plan to realize the financial goals and objective of the events program
- Develop a plan to adapt and mitigate financial risk should external forces affect our ability to deliver events
- Manage the development of the overall event experience, collaborating with staff, volunteers, vendors and donors to conceptualize
- Develop overall event plans, including site plans, budgets, critical paths and production schedules; monitor progress against objectives, adjust plan and manage contingency efforts and resources
- Increase our supporter base via events
- Oversee the logistical planning of major donor and community engagement events
- Manage event costs and drive savings through negotiations and procurement
- Ensure sponsor activation meets requirements at each event
- Through creativity and innovation, proactively identify new ways to improve the event experience

- Engage, train and manage relationships with community and leadership volunteers
- Meet current revenue goals for 3<sup>rd</sup> party events and develop a plan to grow
- Community Events – manage relationships, participation, applications
- Site & Program Events – coordinate resources and communications
- Deliver a steady stream of top-notch support and stewardship to event donors
- Support a robust Volunteer Program, to cultivate a strong culture of volunteerism at Fred Victor
- Lead group volunteer events meeting strategic and revenue goals

**Qualifications:**

**Education/Training/Certification:**

- Degree from a relevant university program
- Post graduate degree or accreditation in philanthropy or fundraising is preferable
- Equivalencies will be considered

**Experience:**

- 3+ years experience in the management of events with a not-for-profit organization
- Ability to handle a wide range of responsibilities with minimal supervision
- Experience working with high diverse group of volunteers
- Excellent written and oral communications including public speaking
- Adaptability and the ability to work in a fast-paced environment priorities
- Proficient in the use of Microsoft Office

**Application:**

**Please submit a cover letter and resume no later than 5:00 p.m. on May 7, 2021 to:**

**Katy Scherer**  
[kscherer@fredvictor.org](mailto:kscherer@fredvictor.org)

**Applicants should quote “Events & Community Engagement Manager” in the subject line.**

**A Police Records Check is required by the final candidate(s) prior to hiring. No phone calls, faxes, or mailed resumes please.**

*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.*