



INTERNAL/EXTERNAL

Job Title: Manager, Community Engagement and Events

Position Type: Full-Time, Non-Bargaining Unit, Permanent

Rate: \$62,731.00 to \$69,244.50 annual salary

Vacation: 4 weeks to start

Benefits: Group benefits with Life Insurance, AD&D, Extended Health and Dental Care with premiums 100% paid by the employer, LTD with premiums 100% paid by employees; paid sick leave and float day

RRSP: RRSP with 6.5% employer contribution and 4% employee contribution after successful completion of probation

Hours: 37.5 hours per week

Supervisor: Senior Manager of Community Engagement

Posting Date: November 18, 2022

Application Deadline: December 2, 2022

Location: 800 Bay Street, Toronto

Why Fred Victor?

For over 125 years, Fred Victor has been a leader in providing place and purpose to people in need in Toronto. Our mission is to improve the health, income and housing stability of people experiencing poverty and homelessness. We are committed to ending chronic homelessness. This is an ambitious and bold goal but we believe, achievable.

Fundraising Team – working collaboratively with other members of the team, the Manager of Events and Community Engagement is passionate about delivering memorable and meaningful events and engaging event volunteers in achieving our goals. You manage all Fred Victor Fundraising Events and support Community Engagement events. You support groups raising support for Fred Victor through 3rd party events or gift-in-kind donation drives. You are an integral team member driving growth in revenue, supporters and awareness of Fred Victor.

Does this sound like work you want to be a part of?

We offer a high-energy, supportive, learning environment, an opportunity to join a diverse team of caring professionals and a chance to make a difference.

What You Will Do

- Develop and deliver an annual work plan to realize the goals and objective of the events program
- Manage the overall event experience, collaborating with staff, volunteers, vendors and donors

- Develop 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
- Manage event costs and drive savings through negotiations and procurement
- Ensure sponsor activation meets requirements at each event
- Proactively identify new ways to improve the event experience
- Manage the relationships with event volunteers, and their engagement, and training
- Meet current revenue goals for 3rd party events and develop a plan to grow
- Manage donor relationships with groups supporting a drive for needed items
- Oversee the logistical planning of major donor and community engagement events
- Manage event specific gift-in-kind donations, and support general group gift-in-kind donation drives
- Community Events – manage relationships, participation, applications and meet deadlines
- Staff member for the Special Events Committee

What You Bring to the Team (Qualifications):

- Degree from a relevant college or university program
- 2+ years managing events
- 2+ years fundraising
- 2+ years working with volunteers
- Equivalencies will be considered

What Sets You Apart

- You are super organized, never miss a deadline, like people and planning
- You are a self-starter
- You have a proven ability to plan, deliver and evaluate an event
- You can exercise good judgment
- Ability to work flexible hours, weekends, and statutory holidays as required.

Compensation and Benefits

- For the Manager of Community Engagement and Events, Fred Victor offers a salary range of \$62,731.00 to \$69,244.50
- Generous paid sick leave and float day
- A comprehensive Dental and Extended Health group benefits package includes individual and family coverage, including prescriptions, hospital accommodation, hearing care, paramedical practitioners and a wide variety of dental care. Additional insurance includes vision care and travel for emergency medical services.
- Access to employee and family assistance plan

How You Can Apply

Send your resume and an email describing why you want to be part of the Fred Victor Team by December 2, 2022 to djanzen@fredvictor.org with Manager of Events and Community Engagement in the subject line.

A Police Record Check is required by the final candidate prior to hiring.

All candidates offered a position with Fred Victor from September 30, 2021 onward must be fully vaccinated and provide proof of their vaccination as a condition of employment. Fred Victor will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.

Accessibility & Accommodation

Fred Victor is committed to fostering an inclusive and accessible environment where employees feel valued and respected, and where every employee has the opportunity to realize their potential. As such, we welcome and encourage applicants who identify as racialized persons, Indigenous persons, persons with disabilities, and persons across the spectrum of sexual orientation and gender identities and have lived-experience

If you are a person with a disability and require accommodation and/or assistance during the application process, please contact us in advance. We strive to provide reasonable accommodations whenever requested. Information received relating to accommodation requests will be treated with confidentiality.