

One (1) year temporary contract*

We are seeking an individual with great team spirit to join our dynamic Foundation team!!!

Providence Healthcare is a leader in providing rehabilitation, palliative care, long-term care and community outreach in Toronto. On August 1, 2017, Providence Healthcare joined St. Joseph's Health Centre and St. Michael's Hospital to operate under one corporate entity. United, the three organizations serve patients, residents and clients across the full spectrum of care, spanning primary care, secondary community care, tertiary and quaternary care services to post-acute through rehabilitation, palliative care and long-term care, while investing in world-class research and education. For more information, visit www.oursharedpurpose.com.

Providence Healthcare Foundation, through its philanthropic activities, assists Providence Healthcare in attracting the resources required to fulfill and enhance its mission. Funds will be used to support priority areas as defined by the Network and includes the purchase of equipment, renovations, new facilities, programs, and education priorities. The Foundation team collectively drives fundraising activities and donor relations, which includes major gifts, planned giving, donor relations, stewardship, special events, annual giving, digital & social media, and direct mail.

Our donors, volunteers and staff are dedicated to our role of *'helping people and healing lives'* through philanthropy. Our mission in the Foundation is to build a loyal and engaged community of donors and partners to inspire investment in the caring vision of Providence Healthcare - a leader in providing rehabilitation, complex continuing care, long-term care, as well as community-based programs and clinics that continue the experience of promoting recovery, good health and well-being.

Providence Healthcare Foundation offers a professionally challenging environment where creativity, initiative, personal commitment and the spirit of teamwork are valued and expressed daily. Work is performed within a fast-paced environment with an intense, yet motivating, workload.

POSITION SUMMARY:

The Events Assistant works in conjunction with the Manager, Events and the Event Specialist to plan and execute the Foundation's three signature special events. In this key support role, s/he will handle all logistical planning, event preparation and coordination of printed and event materials, maintaining responsibility for producing all administrative documents for the events, as well as Gift-in-kind (GIK) donors, ticket purchasers, sponsors, event suppliers and Committees.

The Event Assistant will provide input into the annual signature events Development Plan and work with the Manager, Events to ensure that annual objectives are monitored and met. In addition, ensuring all appropriate event donor follow-up is sent in a timely manner, developing and maintaining lasting relationships with GIK donors, event attendees, sponsors, suppliers, Executive Volunteers and Committee Members. Ultimately, s/he will maintain branding and goodwill standards to ensure they meet Providence Healthcare's standards.

MAJOR RESPONSIBILITIES:

- Assists in the annual development, planning, and implementation of Providence Healthcare's signature annual special events.
- Provides event administrative support for the Manager, Events and Event Committees.
- Creates and updates, on an annual basis, all signature event marketing collateral, including sponsorship information pages and template emails to solicit sponsors, donors, GIKs, in conjunction with the Manager, Marketing & Communications.
- Tracks and provides all administrative support to the sponsorship portfolio, including but not limited to creating all solicitation emails, maintaining current "Nick Report" for all signature events, following up with all confirmed sponsors/donors, invoicing, tracking and ensuring payment of sponsorship gifts, creating email distribution list for all event sponsors, donors, GIK's, post event emails and stewardship reports;
- Ensures all event sponsors and donors are solicited, pledged in RE and pledges are paid, in a timely Manner; this is not necessarily the first responsibility was listed as
- Assists with all pre-event planning including, but not limited to:
- Processing salutation letters/proposals to donors and guests;
- Compiling all gift-in-kind donor and guest lists (prospect and confirmed) in Raiser's Edge through constituent management; maintaining financial records;

- Organizing event binders and the electronic event directories;
- Arranging committee meetings and preparing all necessary materials prior to and after meetings; managing and organizing all event storage areas.
- Acts as on-site support during signature events, ensuring a smooth event experience for guests, donors, suppliers and volunteers.
- Maintains responsibility for organizing and planning all event committee meetings including: booking meetings, assigning meeting rooms; preparing catering requisitions; ensuring all a/v needs are met; sending meeting materials and reminders a minimum of one week prior to each meeting; taking note of action items and emailing 'follow-up/action lists' to committees within 24 hours following the meeting.
- Maintains responsibility for occasionally approaching potential gift-in-kind donors either by phone or in person, and where possible build relationships with these donors.
- Performs event logistics responsibilities, including but not limited to: preparing and managing all event lists, event boxes, back-up information, auction tables and merchandising, scripts for the evening, table markers, mail tickets, recruit and organize Volunteers, ensure cash is secure, credit card processing machines are available and working efficiently.
- Prepares all event "day of" printed materials including but not limited to programme inserts, auction bid sheets, auction description sheets, room layout plans, event boxes, signage and copies of event documentation, as needed (speakers notes, room layout plans, production plans, etc.).
- Assists in recruiting, tracking, inviting, organizing and managing all event Volunteers for each special event, helping to prepare a detailed "Volunteer Duty Roster" with individual job assignments documented and detailed on the Duty Roster.
- Provides succinct and meaningful training notes for guidance for the Volunteers and offer a training session on the day of the event.
- Develops lasting relationships with event volunteers to ensure volunteers continue volunteering at events, on an annual basis.

QUALIFICATIONS/SKILLS REQUIRED:

- Community College Degree or equivalent work experience
- 1-2 years' experience in non-profit organization or event planning with knowledge of Blackbaud's Raiser's Edge an asset
- Exceptional knowledge of Microsoft Office: Excel, PowerPoint, Publisher and Word
- Some knowledge of fund raising practices and event management
- Ability to work effectively with all levels of Volunteers
- Ability to work productively in a fast-paced working environment
- Ability to handle people with sensitivity, confidentiality, tact and diplomacy
- Superb ability to pay attention to detail and use good judgment
- Demonstrated organizational and strong multi-tasking skills
- Effective time management and ability to meet tight deadlines
- Ability to use grace and tact under pressure
- Ability to work on a permanent, full-time basis
- Must be flexible to work after hours and/or weekends, as needed
- Attend all signature and annual fund events is mandatory
- Very good attendance record
- Good performance record

Apply for this position by using our online application process at www.providence.on.ca quoting competition number N18-96.

We thank all applicants for their interest, however only those under consideration will be contacted.

In keeping with our commitment to diversity, accessibility and equal opportunities, we are continually working to ensure our recruitment and selection process is a fair, respectful and inclusive experience. Providence Healthcare accommodates job applicants during the interview and selection process. If you are contacted by a Human Resources representative for an interview and require an accommodation, please make your specific requirements known at that time.