



**FIGHTING  
BLINDNESS  
CANADA**

## **Fundraising Events Coordinator**

**Location:** 890 Yonge Street, Toronto

### **POSITION SUMMARY:**

The Event Coordinator will assist the Fundraising Event Managers in coordinating and executing FBC's annual signature fundraising events and third-party fundraisers. The Event Coordinator will work closely with participants, donors and volunteers, and provide excellent customer service and stewardship.

We're looking for an enthusiastic, creative and inspired person who really enjoys engaging with people, loves being organized and wants to have an impact on people's lives. We will keep you busy BUT you'll enjoy working with the supportive and fun FBC team and you'll gain a ton of experience in all facets of event management and fundraising.

### **KEY RESPONSIBILITIES:**

- Contribute to the growth and execution of fundraising event's team goals and strategies
- Coordinate event day logistics for Cycle for Sight and Comic Vision events by securing vendors, rentals, SOPs, licenses, insurance, permits etc.
- Assist participants with online registration and fundraising
- Respond to event and third-party inquiries (by phone, email and letter).
- Help solicit and track in-kind sponsors
- Cultivate and foster relationships with vendors, sponsors, donors and participants
- With the assistance of the Communications Team, implement event social media plans
- Recruit, train and manage event day volunteers
- Design and distribute bi-monthly event e-newsletters in MailChimp
- Update and manage content on website using CMS (knowledge of html is an asset)
- Do data entry and other administrative tasks
- Supervise Event interns
- Maintain strong working relationships with volunteer planning committees

### **QUALIFICATIONS AND REQUIREMENTS**

- 2-3 years in event planning or post-secondary education in Event Management, Marketing, Communications, Business (OR sufficient experience) an asset
- Strong communications, pleasant phone manners and etiquettes
- Excellent problem solving, time management, creative thinking, and organizational skills
- Solid computer skills (proficiency in Microsoft Office)
- Comfortable to learn and use database/software (Raiser's Edge, Artez, Team Raiser, Mailchimp)
- Able to work autonomously and as a member of a team in a fast-paced, high-volume environment
- Adhere to the AFP Fundraising Code of Ethics and the Donor Bill of Rights
- Driver's License is an asset



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**COMPENSATION**

The current annual salary range for this full-time position is \$45,000-\$60,000. FBC offers a competitive extended health benefits program, and a group RRSP.

**START DATE:** October 4th, 2021

**TO APPLY:**

Please submit a cover letter and resume prior to September 12th to [jobs@fightingblindness.ca](mailto:jobs@fightingblindness.ca)

We thank all candidates for their interest, however, only those selected for an interview will be contacted.

Fighting Blindness Canada is an equal opportunity employer and supports applicants with disabilities.

Accommodations are available upon request throughout the recruitment process. Please email your request for accommodation with your application.