



**FIGHTING  
BLINDNESS  
CANADA**

## **Manager, Comic Vision and Third Party**

**Location:** 890 Yonge Street, Toronto

### **COMPANY & CULTURE:**

Fighting Blindness Canada (formerly The Foundation Fighting Blindness) is Canada's largest registered charity committed to sight saving research; contributing over \$33M to leading edge eye research. FBC has funded many research discoveries and is accelerating breakthroughs in treatments and cures. Equally important is our commitment to the individuals, families, and friends living with eye diseases through our education programs.

FBC is known for its signature events, **Ride for Sight, Comic Vision, and Cycle for Sight**. Comic Vision is Canada's original and most beloved stand-up comedy fundraising tour. Comic Vision has been bringing people together since 1999, spreading hope and humour coast-to-coast and raising a game-changing \$10 million for treatments and cures for blinding eye diseases.

Working remotely and from our national office in downtown Toronto, you will join a high-energy, dedicated fundraising events team determined to make a difference in the fight against blindness. We are motivated by the profound impact that sight-saving research and education programs have on families living with blinding eye diseases.

### **POSITION SUMMARY:**

You will be reporting to the Senior Manager of Fundraising Events and with the help of an Event Coordinator, you will be responsible for all aspects of executing our Comic Vision gala fundraising events and managing our Third Party fundraising program. You will also support the Manager, West Coast Events to execute our Comic Vision Vancouver event. Note that dates and cities are subject to change and new events may be added in consultation with the Senior Manager.

If you enjoy working with people and interacting daily with committee members, sponsors, guests, donors and volunteers then you NEED to apply for this job. We know it sounds like a big job, but don't worry, you will also be working closely with the rest of the incredible staff at FBC!

### **KEY RESPONSIBILITIES:**

*Volunteer Management:*

- Maintain strong working relationships with volunteer planning committees
- Prepare meeting agendas, coordinate meetings and attend meetings (usually in the evening)
- Cultivate relationships with Board of Directors, senior volunteers, sponsors and participants

- Provide leadership and guidance to volunteers

*Sponsorship:*

- Assist Senior Manager in prospecting and preparing documents for potential sponsors for Comic Vision and Third Party
- Solicit and coordinate in-kind donations for auctions, raffles, and event day supplies for Comic Vision
- Ensure that all sponsors receive appropriate benefits, and activations are completed

*Marketing & Communications:*

- Work with Senior Manager to develop and execute all Comic Vision and Third Party communications i.e. marketing plans, social media plans, advertising materials, e-newsletters, etc.
- Work with graphic designer to create new marketing materials for Comic Vision and Third Party
- Represent Fighting Blindness Canada at Third Party events and tradeshow when applicable

*Event Management:*

- Manage and oversee the execution of all event goals and strategies
- Manage (with the help of the Event Coordinator) and secure all event logistics including but not limited to: venues, vendors, comedians, A/V, production, catering, permits, rentals etc.
- Work with designer to create event materials such as: program books, signage, slideshows etc.
- Write speaking notes and determine video messaging to communicate mission moments
- Manage all aspects of complete run of show

*Administration:*

- Assist with website updates, database management and marketing systems when needed
- Assist Senior Manager, Events in creation of yearly targets and budget
- Accountable for managing event budgets and tracking expenses.
- Co-manage Event Coordinator and interns with Manager, Cycle for Sight

**KEY COMPETENCIES**

- Minimum 3 years of experience planning fundraising events (experience with 250+ person galas preferred)
- A relevant post-secondary degree or diploma
- Experience in donor cultivation and building relationships with sponsors, guests and committee members
- Exceptional marketing and social media experience – ingenuity and creativity are HUGE assets!
- Proven track record of achieving fundraising targets and managing expense budgets

- Experience using Raiser's Edge, Mailchimp, and website development software i.e. Wix, WordPress
- Possess strong ability to multitask; able to operate under pressure and meet deadlines
- Excellent written and verbal communication skills are a must
- Ability to work evenings and weekends, as required
- Strong interpersonal, customer service, problem solving and planning skills
- Demonstrated ability to work in a team environment and motivate volunteers
- Driver's license is an asset

### **COMPENSATION**

The current annual salary range for this full-time position is \$60,000 - \$90,000. 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 15<sup>th</sup> 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.