

# Manager, Cycle for Sight

**Reports to:** Senior Manager, Fundraising Events  
**Work Environment:** Hybrid -3 days working from home, 2 days in the office (subject to change)  
**Role Type:** Full time role  
**Start Date:** **December 1, 2021**  
**Salary:** **\$60,000 – \$90,000 base with performance bonus**  
**Deadline to Apply:** November 21, 2021

## 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 Cycle for Sight peer-to-peer fundraising event(s) and our latest virtual event, Eye on the Cure. You will also support the Manager, West Coast Events to execute our Cycle for Sight 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 Cycle for Sight and Eye on the Cure
- Solicit and coordinate in-kind donations for auctions, raffles, and event day supplies for Cycle for Sight
- Ensure that all sponsors receive appropriate benefits, and activations are completed

### *Marketing & Communications:*

- Work with Senior Manager to develop and execute all Cycle for Sight & Eye on the Cure communications i.e. marketing plans, social media plans, advertising materials, e-newsletters, etc.
- Work with graphic designer to create new marketing materials for Cycle for Sight & Eye on the Cure
- Represent Fighting Blindness Canada/Cycle for Sight 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 in-person cycling ride

### *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, Comic Vision

### **KEY COMPETENCIES**

- Minimum 3 years of experience planning peer to peer, activity based fundraising events
- 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

### **About Fighting Blindness Canada**

Fighting Blindness Canada (FBC) is Canada's leading charitable funder of vision research. FBC offers hope to Canadians by identifying the best, most promising research that is driving treatments and cures for blinding eye diseases, and by raising and stewarding funds to support this essential, sight-saving research. Vision research is on the cusp of transforming care for blinding eye diseases.

Over our 47-year history, FBC has invested over \$40 million to support vision research and education across Canada: that's over 200 research grants that have led to over 600 new discoveries in areas such as stem cell research, neuroprotective therapies, technological developments, pharmaceuticals, and gene therapies.

**TO APPLY**

Please submit your cover letter and resume by 12:00 noon PT Sunday, November 21, 2021 to [jobs@FightingBlindness.ca](mailto:jobs@FightingBlindness.ca)

FBC is an equal opportunity employer and supports applicants with disabilities. Accommodations are available upon request throughout the recruitment process. We thank all candidates for their interest, however, only those selected for an interview will be contacted.