

Manager, Community Fundraising and Events - Western Canada

Reports to: Senior Manager, Fundraising Events
Work environment: Remote – Home Office, Vancouver Based
Role type: Contract, Part-Time Role – 25 hours per week
Salary Range: \$42,667 - \$48,000.
Deadline to apply: December 4, 2022

About Fighting Blindness Canada (FBC)

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 lives for people living with blinding eye diseases.

Over our 48-year history, FBC has invested over \$40 million to support vision research 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.

Position Summary

If you enjoy working with people, you are goal oriented, passionate about fundraising, working with committees and event planning, and you thrive in a fast-paced environment, then we invite to apply for this dynamic role!

Reporting to the Senior Manager of Events, the Manager of Community Fundraising and Events, Western Canada, will be a valued member of the Development team at Fighting Blindness Canada. The role is key to building relationships with community stakeholders, identifying and participating in FBC awareness building opportunities and coordinating and executing Fighting Blindness Canada fundraising events on the West Coast. The role is integral for exceeding revenue targets in Western Canada, raising needed funds for Fighting Blindness Canada's mission in the fight against blindness, and to accelerating investments in vision research.

KEY RESPONSIBILITIES:

- Achieve and/or exceed annual revenue fundraising goals by actively identifying and developing community engagement opportunities, cultivating, soliciting, and building relationships with new and existing FBC event volunteers, participants, donors, and corporate partnerships. Events including: P2P, 3rd Party, and other special events
- Develop and manage overall event planning and execution, enhancing the participant experience, revenue generation, ticket sales and long-term growth, event budgets and critical path timelines
- Secure and manage all event logistics including but not limited to venues, vendors, A/V, production, permits, rentals, etc., and organize event day volunteer needs
- Work with the FBC Development team, to identify and solicit corporate sponsorship funding, deliver on recognition opportunities, support the development and creation of customized sales and sponsorship materials for prospective local sponsors, and integrate on-site activations
- Develop and strengthen relationships with committee leadership volunteers, attend committee meetings, prepare meeting agendas / materials as required

- Ensure successful integration and execution of all onsite fundraising initiatives, and development of new fundraising / revenue generating opportunities
- Work with the Development and Marketing teams to ensure FBC brand standards are integrated across all print and digital collateral (signage, banners & digital) for local events
- In collaboration with the Senior Manager of Events, support the planning, development, and implementation of a Western Canada events communications plan, and website content updates

ADMINISTRATION:

- Manage local events budgets
- Update donor / participant / sponsor / vendor information in Raiser's Edge Database i.e. contact information, status of sponsor proposals, notes, actions etc.
- Provide a wrap-up report for each event to the Senior Manager, Events within two weeks of event execution.
- Work with local vendors, ensure expenses are paid in a timely manner, and sponsor payments are collected
- And other duties as assigned

KEY COMPETENCIES

- Post-secondary education with a focus in marketing, business, or related discipline and/or equivalent experience.
- Minimum 3 years of fundraising experience and business development (experience with P2P fundraising and some special events experience)
- Experience in donor cultivation, and demonstrated ability in building relationships with leadership volunteers, sponsors, participants, and committee members
- Proven track record of achieving fundraising targets and managing expense budgets
- Demonstrated ability to work both independently, and in a team environment, and motivate volunteers
- Possess strong ability to multitask; able to operate under pressure and meet deadlines
- Excellent written and verbal communication skills are a must
- Strong interpersonal, customer service, problem solving and planning skills
- Proficiency with MS Office (Word, Excel, Power Point, etc.); experience with Raiser's Edge, Mailchimp, and website development software i.e., Wix, WordPress – an asset, and familiarity with various social media channels
- Adheres to the AFP Fundraising Code of Ethics and the Donor Bill of Rights
- Occasional travel, and the ability to work evenings and weekends, as required
- Valid driver's license and access to a vehicle

To Apply:

If you are looking for an outstanding challenge, working with a great team for an important, focused and successful organization, please send your resume, along with a cover letter to Jobs@FightingBlindness.ca. Submissions must be received by December 4, 2022.

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.