

# Special Events Manager (Contract)

## The Organization

With a rich history of over 70 years, Spinal Cord Injury Ontario's mission is to "deliver and champion excellence in serve, support, and advocacy for people with spinal cord injuries". SCIO is a vibrant organization with 16 regional offices offering various programs and services including peer support, advocacy, community navigation, employment and attendant services. SCIO values and recognizes the contributions of its employees and takes pride in supporting a personal work-life balance and being a workplace of choice.

## Job Summary

As part of a dynamic provincial office team, the Special Events Manager will plan, manage and execute revenue generating event initiatives while developing and maintaining relationships with donors, volunteers and sponsors. This position will supervise one direct report and lend event expertise and plays a key role in supporting events across the province working in collaboration with regional staff and event committees.

## Reporting to the Director, Resource Development you will:

- Lead SCIO-hosted and third party events including two signature events
- Secure event sponsorship through stewardship activities, cultivate and acquire new sponsorships
- Manage event support services e.g., committee development, marketing materials, participant and volunteer recruitment
- Co-ordinate media presence and materials in conjunction with Manager of Marketing & Communications
- Plan, recruit, direct, delegate and monitor activities of special event volunteers
- Develop and manage budget and business plans for each events

## Your skills and experience include:

- Post-secondary Degree or Diploma in a related discipline (Fund Development, Event Planning, Public or Community Relations)
- 2-3 years fundraising experience (with a specific focus on events management, fund development, marketing and public relations); AFP membership an asset
- Superior volunteer management/development skills
- Proven ability to evaluate, motivate and manage prospects and donors

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- Strong organizational and analytical skills with project management experience
- Ability to prioritize and work independently.
- Strong written and oral communications skills
- Experience using Microsoft Office, Raisers Edge and data management
- Willingness to work non-traditional work hours, as may be required
- Ability to travel

Your professional disposition and exceptional relationship-building and service skills, coupled with a solid record of dependability and commitment make you the ideal candidate for this contract position.

Given the essence of SCIO, lived spinal cord injury experience will always be considered an important criterion among the criteria that are part of any given search. SCIO is an equal opportunity employer dedicated to achieving accessibility in employment for persons with disabilities, while ensuring inclusive, barrier-free selection processes and work environments.

Reasonable and appropriate accommodation will be provided during the recruitment process upon request and addressed confidentially. We thank all applicants; however, only those under consideration will be contacted.

Upon request, this position will require a Criminal Reference Check and credentials verification. If you would like to join our team, please forward your résumé and corresponding cover letter, outlining your professional competencies and salary expectations in confidence by **July 6, 2018** to:

### **Human Resources**

#### **Spinal Cord Injury Ontario**

520 Sutherland Drive

Toronto, ON M4G 3V9

E-mail: [hr@sciontario.org](mailto:hr@sciontario.org)

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