



FUNDRAISING AND EVENTS COORDINATOR - TERM

FUNDRAISING AND EVENTS COORDINATOR, RESOURCE DEVELOPMENT DEPARTMENT (1.0 FTE - TERM)

Voted one of Maclean's Top 100 Charities of 2020, YW provides preventive and restorative services to women and their families to help them thrive. YW is committed to support people experiencing domestic violence, advocating for mental health, and enabling women's economic prosperity.

Reporting to the Senior Development Officer, the Fundraising and Events Coordinator will assist in implementing three YWCA signature fundraising special events; the International Day of the Girl, the YWHISPER Gala, and the Willow Park Charity Golf Classic. This role will assist in increasing fundraising revenue and the profile of the YW, and assist with additional responsibilities as required.

WHAT MOVES YOU

- Your passion and knowledge of fundraising events
- Your excellent attention to detail for events and projects, stewardship and solicitation of donations
- Your ability to work with donors, volunteers, and event attendees

WHAT YOU'LL DO

- Support team in reaching fundraising goals for International Day of the Girl, YWHISPER Gala, Willow Park Charity Golf Classic
- Connect with community members, solicit silent auction items
- Provide event support and event logistics
- Oversee ticket sales and attendee registration
- Website and digital communication content creation
- Collaborate with YW Communications, Donor Relations and Community Engagement
- Manage relationships including donors, vendors, sponsors, participants and speakers
- Update Raiser's Edge NXT database
- Lifting and moving of event materials weighing up to 40 pounds required, prior and during events
- **This is a 12-month term position:
September 2022 – August 2023**
- **Some evenings and weekends required for direct event support**

WHAT YOU'VE DONE

- Minimum of 2 years of experience in event planning, sales, customer service, marketing or a related field
- Exceptional customer service skills: professional, personable, and comfortable interacting with event attendees, donors, volunteers, and staff at all levels of the organization
- Proficiency using Microsoft Office applications is required
- Knowledge of database, website management and social media an asset
- Well-developed writing, presentation and verbal communications skills
- Respond to direction as well as take initiative
- Energetic, enthusiastic and confident around people
- Strong organizational and administrative abilities with attention to detail
- Ability to multitask and prioritize

As a condition of employment, YW Calgary requires the successful candidate to be fully vaccinated. Where the candidate has not obtained the vaccine, the candidate will be considered on an exceptional case by case basis; YW Calgary will adhere with its obligations under the Alberta Human Rights Act.

If you want to work to change lives, we want to meet you.

Competition Number: **2022059**

Deadline: **August 22, 2022**

www.ywcalgary.ca/work-with-us

Apply today with resume, cover letter, and salary expectations to careers@ywcalgary.ca

YW Calgary is committed to providing an equitable, diverse and inclusive workplace where all employees, clients and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, and/or disability, feel valued and respected.