



CANADA

Where childhood thrives, war does not.

Position Title	Senior Manager, Events & Sponsorship
Start Date	As soon as possible
Location	War Child Canada, Headquarters, Toronto, Ontario
Reports to	Director, Creative Partnerships and Celebrity Engagement
Background	<p>War Child Canada is a registered Canadian charity based in Toronto. Working with war-affected communities to help children reclaim their childhood through access to education, opportunity and justice, War Child Canada also takes an active role in raising public awareness around the impact of war on communities and the shared responsibility to act.</p> <p>War Child Canada works in Afghanistan, Iraq, Jordan, Sudan, South Sudan, the Democratic Republic of Congo and Uganda.</p>
Position summary	<p>War Child is seeking a highly motivated, organized, creative and enthusiastic individual to support the Creative Partnerships and Celebrity Engagement team's goals as they relate to the development and growth of fundraising events and creative partnerships. This position will increase War Child's profile and fundraising activities through well thought out and strategic fundraising events and creative initiatives that deepen donor engagement, cultivate new donors, partnerships, and fundraising opportunities.</p> <p>This position is specifically responsible for helping to increase War Child's brand profile while raising a minimum of \$500,000 within a portfolio consisting of signature and partnership events and corporate donations and sponsorship, both cash and in-kind. The Senior Manager is instrumental in deepening donor engagement and cultivating donors by ensuring all actions and activities are donor-centric.</p>
Responsibilities	<p>Responsible for planning, managing and overseeing all aspects of War Child events -- Signature, Partnership, and Corporate events -- including securing and growing sponsorship opportunities and revenue. Responsibilities include:</p> <p>Job Responsibility #1: Event planning (60%)</p> <ul style="list-style-type: none"> ○ Developing and managing vision, goals and targets for each event keeping fundraising, brand buzz, audience reach, best in class donor cultivation and stewardship as top priorities; ○ Developing and managing event budgets, and overseeing marketing and PR strategies/plans to ensure maximum sales and exposure; ○ Cultivating, stewarding, and managing all aspects of artist/talent/influencer relations as they pertain to events and sponsorship;

	<ul style="list-style-type: none"> ○ With strategic year over year growth in mind, develop targeted and compelling sponsorship and corporate proposals and presentations for current and prospective partnerships; development of sponsorship agreements and fulfillment reports; ○ Actively sourcing and securing maximum sponsorship support (cash and in-kind) for all events – signature and partnership, and campaigns and initiatives. ○ Solicit in kind sponsorship to help reduce expenses and drive net revenue; including gifts-in-kind, prizing for auctions and raffles; ○ Managing sales, ticketing, invitations and guest coordination; ○ Managing volunteer committee efforts; ○ Recruitment, training, coordination and management of event volunteers; ○ Developing and designing event materials, pitches; researching, writing and providing administrative support as required; ○ Engaging new target markets and audiences across North America through events. <p>Job Responsibility #2: Event Management (35%)</p> <ul style="list-style-type: none"> ○ Coordinating with donors, partners, vendors, sponsors, and volunteers to ensure events are executed with excellence, with stakeholder and donor stewardship and cultivation as a top priority, while keeping to budget and maximizing ROI; ○ Managing all on-site activities set-up, execution and tear-down; ○ Managing event wrap-up, including supporter communications, reporting and inventory; ○ Representing War Child at events; coordinating and leading War Child teams at events; ○ Ensuring deliverables are fulfilled and processes are streamlined. <p>Job Responsibility #3: Strategy Development (5%)</p> <ul style="list-style-type: none"> ○ Support the development and execution of annual plans, programs and budgets that ensure long-term event, sponsorship and philanthropy objectives are met.
<p>Qualifications</p>	<p>Education</p> <p><u>Required</u></p> <ul style="list-style-type: none"> ○ Post-secondary education in fundraising, event management, arts and entertainment, marketing or equivalent combination of education and experience. <p><u>Desired</u></p> <ul style="list-style-type: none"> ○ Post-graduate degree in fundraising, events, or marketing considered an asset. ○ Membership in good standing with an industry association (AFP etc.) <p>Experience</p> <ul style="list-style-type: none"> ○ Over five years' experience in event planning and management, including professional fundraising experience, with a minimum two years in a management role ○ Experience in corporate business development, sponsorship procurement and fulfillment ○ Experience fundraising, managing donors, committees and volunteers ○ Experience managing staff, agencies, vendors, consultants ○ Relevant experience at an international development organization, including event sponsorship a strong asset. ○ Experience working within the music industry and/or entertainment industry and working with artist and celebrity partners a strong asset ○ Experience working with corporate partners a strong asset

	<ul style="list-style-type: none"> ○ Demonstrated experience working in a high performance, fast paced team environment <p>Knowledge and Skills</p> <ul style="list-style-type: none"> ○ Superior communication skills (written and verbal) with excellent planning and organization skills - including the ability to effectively present the organization to external stakeholders - interpersonal, influencing and negotiation skills ○ Strong leadership and partnership building abilities ○ Proven ability to work with multiple stakeholders and to secure new business ○ Strong partnership-building, planning and project management skills; ability to manage multiple projects from conception to completion with minimal supervision, for both internal and external partners ○ Ability to prioritize big picture ideas and execute into tangible actions ○ Strong research and analytical skills ○ Creative, detail-oriented, and resourceful self-starter with demonstrated ability to take initiative and work well independently with minimal supervision, while possessing the ability to work confidently and collaboratively in a team environment ○ Proven ability to set priorities and meet to deadlines ○ Ability to multi-task in a creative, dynamic environment and adopt new processes and methodologies ○ Solid computer skills, including Microsoft Office Suite ○ Graphic design experience on Adobe Photoshop and/or Illustrator is an asset.
Compensation	Competitive
Application process	<p>INTERESTED APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER ELECTRONICALLY TO:</p> <p>Email: jobs@warchild.ca</p> <p>Please ensure your application email has the subject heading of ‘Senior Manager, Events and Sponsorship – [insert your name]’</p> <p>Only those applicants selected for an interview will be notified. We regret we cannot entertain phone calls/enquiries through social media, etc. War Child Canada is an equal opportunity employer.</p> <p>War Child Canada is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with War Child Canada’s Child Safeguarding Policy, including appropriate reference and Police checks.</p> <p>War Child Canada is committed to providing an accessible workplace. For individuals with disabilities, accommodation is available upon request. Should you require accommodation at any stage of the selection process, please let us know. We will work with you to meet your needs.</p> <p>Candidates should be legally eligible to work in Canada. War Child Canada will not provide any relocation support.</p> <p>For more information about War Child Canada, please visit www.warchild.ca.</p>

Deadline	March 29 th , 2019
-----------------	-------------------------------