



Where childhood thrives, war does not.

Title:	Manager, Events & Partnerships
Start Date:	As soon as possible
Reports to:	Vice President, Strategic Partnerships
Department:	Events and Partnerships
Travel:	Local events
Location:	Toronto – Remote The successful candidate will be required to report to the office when requested.
Employment Start Date:	Expected May 15 th , 2025
Advertisement Closing Date:	March 31 st , 2025, 16:00 EST.
Special Notes	<u>This is a 12-month maternity cover</u>

Background

War Child Canada is a registered Canadian charity based in Toronto that works to accelerate peace and disrupt the cycle of violence by investing in and empowering local communities to build brighter futures through comprehensive, evidence-informed programs that foster resilience, self-reliance, and self-determination.

War Child Canada is globally recognized for our grassroots, community-driven model of humanitarian action that's rooted in collaboration and entirely locally led. We have developed a solid track record of long-term, sustainable impact supporting children and families living in areas dominated by conflict.

War Child Canada works with some of the most vulnerable populations around the world and is a leader in developing and implementing programs specifically targeting and protecting children, women, and displaced people living in the most complex humanitarian environments in Afghanistan, the Democratic Republic of Congo, South Sudan, Sudan, Uganda, and Yemen.

Position Summary

Reporting to the Vice President of Strategic Partnerships, the Manager, Events & Partnerships will enhance War Child's profile and fundraising efforts through strategic events, corporate partnerships, and creative initiatives. This role focuses on deepening donor engagement, cultivating new donors, and exploring new partnerships and fundraising opportunities.

The Manager is tasked with helping to raise a minimum of \$1,000,000 within a portfolio that includes signature and partnership events (annual gala, peer-to-peer fundraisers, donor events, and more), corporate partnerships, donations, and sponsorships (both cash and in-kind), and artist and celebrity partnerships. The Manager plays a crucial role in increasing War Child's brand profile and ensuring all activities are donor-centric, thus deepening donor engagement and fostering long-term relationships. The Manager will have the opportunity to be hands-on in daily tasks due to our small, dynamic team, allowing them to make a direct impact and stay closely connected to all aspects of the operations.



Where childhood thrives, war does not.

Responsibilities

Event planning and management (60%)

1. **Help Develop and Manage Events:** Help develop, organize, and execute event visions, goals, and targets with a focus on best-in-class fundraising, brand buzz, audience reach, and donor cultivation and stewardship. Help develop and manage event budgets and marketing and PR strategies for maximum sales and exposure.
2. **Sales, Sponsorship, and Partnerships:** Develop robust prospect lists and help to develop and present compelling sponsorship and corporate partnership proposals. Actively sell sponsorships to secure cash and in-kind sponsorships, including gifts-in-kind and prizes for auctions and raffles. Responsible for helping to ensure that event sales (sponsorships, tables, teams, tickets) are successful and hit fundraising targets.
3. **Cultivate Relationships:** Build and manage relationships with artists, talent, and influencers for events and sponsorship. Engage new target markets and audiences across North America through events. Provide best in class stewardship for all donors and supporters and ensure timely and effective reporting and communication, and record keeping.
4. **Volunteer Management:** Manage volunteer committee efforts, including the recruitment, training, coordination, and management of event volunteers.
5. **Event Coordination:** Manage sales, ticketing, invitations, and guest coordination. Work with consultants to help manage on-site activities and post-event wrap-up, including supporter communications, reporting, and inventory. Coordinate with donors, partners, vendors, sponsors, and volunteers to ensure events are executed flawlessly. Represent War Child at events and lead volunteer teams.
6. **Material Development:** Develop and design event materials and sales pitches; provide administrative support as needed.

Creative and corporate partnerships (30%)

1. **Prospect Development:** Develop and help manage corporate and creative partnership prospect lists with specific goals and targets. Work with senior leadership to develop engagement strategies for each.
2. **Account Management:** Manage corporate and creative partnership accounts to grow revenue and partnership opportunities, increasing War Child's reach. Develop marketing and PR strategies for maximum return and best-in-class cultivation and stewardship.
3. **Relationship Cultivation:** Cultivate and manage relationships with artists, talent, and influencers for corporate and creative partnership opportunities.

Strategy development (10%)

1. **Annual Planning:** Support the development and execution of annual plans, programs, and budgets to meet long-term event, sponsorship, partnership, and philanthropy objectives.



Where childhood thrives, war does not.

Qualifications

Experience & Knowledge

1. Over five (5) years in event planning and management, including professional fundraising, with a minimum of two (2) years in a management role.
2. In-depth experience organizing, selling, and running various fundraising events (e.g., galas, high net worth events, peer-to-peer fundraisers, third-party fundraisers and more).
3. Proven success in corporate business development, building and managing prospect lists, securing sponsorships and partnerships.
4. Extensive experience in fundraising, managing donors, committees, and volunteers.
5. Experience in managing staff, agencies, vendors, and consultants.
6. Experience developing marketing and PR strategies and materials.
7. Experience in the music/entertainment industry, especially with artists and celebrity partners, is an asset.
8. Experience in international development organizations, particularly in event sponsorship and corporate partnerships, is an asset.
9. Proficiency with CRM databases like Raiser's Edge is an asset.
10. Demonstrated ability to work in a high-performance, fast-paced team environment.

Skills & Ability

1. Superior written and verbal communication skills.
2. Excellent planning, organization, and project management abilities.
3. Strong interpersonal, influencing, and negotiation skills.
4. Leadership and partnership-building capabilities.
5. Ability to manage multiple projects and prioritize effectively.
6. Creative, detail-oriented, and resourceful self-starter with strong research and analytical skills.
7. Ability to work independently and collaboratively in a team.
8. Proven ability to meet deadlines and work within budget constraints.
9. Solid computer skills, including Microsoft Office Suite.
10. Graphic design experience with tools like Canva, Adobe Photoshop, and/or Illustrator is an asset.



Where childhood thrives, war does not.

Compensation & Benefits

Salary:	\$73,820-\$83,080 CAD per year, depending on experience
Vacation:	Three weeks

Application Process

All interested applicants are invited to submit their application, including a Cover Letter and Resume, through this [link](#).

Only those applicants selected for an interview will be notified. We regret that we cannot entertain phone calls. War Child Canada is an equal-opportunity employer.

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 Protection Policy and Prevention of Sexual Abuse and Exploitation Policy, including appropriate reference and security checks.

War Child Canada is committed to providing an accessible workplace. Accommodation is available upon request for individuals with disabilities.