



Coordinator, Events

ABOUT US

Campfire Circle (formerly Camp Ooch & Camp Trillium) has offered healing through happiness for thousands of kids and families affected by childhood cancer since 1983. It's where kids can be kids, and families can be families—engaging in camp-inspired community, in-hospital, and overnight camp programs, at no cost to them. As a privately funded organization, Campfire Circle donors make thousands of life-changing experiences possible for Campers throughout the year, all across Ontario.

THE OPPORTUNITY

Campfire Circle is currently seeking a dynamic Coordinator, Events to assist with the cultivation and implementation of fund development plans related to signature, partnership and engagement events. Through this essential work, the Coordinator, Events will support the Development department vision, foster a donor-centered attitude and culture of philanthropy, participate and lead initiatives in signature and partnership events, and represent Campfire Circle in various settings.

Reporting to the Senior Development Officer, Partnerships & Events the incumbent will help achieve Camp's vision to:

- Provide the safest and most enriching year-round camp experience for children living with cancer; and,
- Provide kids with cancer and kids affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences.

Key Accountabilities:

- Support the planning and execution of new and existing signature and partnership events including the SL10K, Open Houses and R2//NYC.
- Identify, recruit and steward new individual and team fundraisers and donors of applicable events to achieve annual fundraising and participation targets.
- Serve as relationship manager to an assigned portfolio of individual fundraisers and teams.
- Coordinate assigned logistics projects to contribute towards the fundraising events.
- Provide administrative support for assigned signature, partnership, and engagement events, including meeting minutes, RSVP tracking, metrics tracking and other projects as assigned.
- Lead the tracking of event activities in Raiser's Edge including pipeline management, action entry, and contact relationship management.
- Lead the thank you call strategy and execution for donors and fundraisers.
- Provide ongoing customer service to fundraisers and donors, including overseeing the SL10K and R2//NYC email inboxes and phone lines.
- Lead the stakeholder list management and segmentation to support all emails and call captains in collaboration with SDO, Partnerships & Events.
- Lead the inventory and storage management of the event supplies year-round in order to ensure accurate inventory of supplies and that the spaces remain clean, safe, and work-efficient.

ABOUT YOU



QUALIFICATIONS

Required Criteria:

- a) A post-secondary degree from a recognized post-secondary institution or the equivalent combination of education and work experience.
- b) Minimum 1-3 years' experience in fundraising with an emphasis on large scale participant based event organization.
- c) Excellent interpersonal and communication skills and a demonstrated ability to work effectively with a diverse group of staff, donors, fundraisers and volunteers.
- d) Strong verbal, presentation and written communication skills.
- e) Ability to remain calm in variety of situations.
- f) A proven ability to work independently with the flexibility to take on a wide variety of assigned duties and projects.
- g) A demonstrated ability to work collaboratively in a team environment and with senior level volunteers.
- h) A demonstrated ability to organize work, set priorities, meet deadlines and work under the pressure of time constraints.
- i) A demonstrated ability to work collaboratively in a team environment and with senior level volunteers.
- j) Detail oriented with great organizational skills.
- k) Experience using CRM donor database (Raiser's Edge experience advantageous).
- l) Computer literacy in Microsoft Office (Word, Excel and PowerPoint).
- m) Clear police reference check and vulnerable sector screening.
- n) Current driver's license and the ability to be covered by camp's insurance policy .
- o) Must be available September 13-30, 2022.
- p) Ability to travel to the U.S.

In accordance with our mandate of creating a caring and safe environment for ill children and their families, we require attestation of childhood vaccinations, updated Police Record with Vulnerable Sector Screening, and proof of full vaccination against COVID-19 for all of our staff. We also require that all staff be currently eligible to work in Canada.

Advantageous Criteria:

- a) Post-Secondary education in event management and/or fundraising.
- b) Working towards or achievement of CRFE designation.
- c) Demonstrated commitment to volunteerism or volunteer sector.
- d) Experience using Engaging Networks fundraising platform and Mail Chimp email system.

WORKING CONDITIONS

- a) Hybrid work from home and work from open office setting, amount of time in office depends on stage of event planning.
- b) Includes occasionally working outside for long periods of time to support event execution.
- c) In consideration of the population Campfire Circle serves, the incumbent is a non-smoker.
- d) This position involves considerable evening and weekend commitments, including some overnight travel to support event execution a few times a year and some travel that requires driving through Ontario and the U.S.



COMPENSATION & BENEFITS

This position offers a competitive annual salary range of \$40,000 - \$45,000, vacation, and professional development.

HOW TO APPLY

Please send a cover letter, resume and expected salary to careers@campfirecircle.org with the email subject reading **2022030 – Coordinator, Events**.

This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about Campfire Circle, please visit www.campfirecircle.org - No phone calls please.

ACCESSIBILITY & DIVERSITY, EQUITY AND INCLUSION

Campfire Circle is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace which is free from discrimination and harassment.

We are equally committed to providing an inclusive and accessible workplace. Applicants requiring accommodations to access our job postings and apply for roles with our organization are invited to reach out to our HR Team at careers@campfirecircle.org or in a manner that fits their accessibility needs, and can trust that their application will be considered equitably for our available roles. Contact information for our HR Team is located on our website at <https://campfirecircle.org/about-campfire-circle/careers/>, and more information about our accessibility commitments can be found at <https://campfirecircle.org/about-campfire-circle/accessibility-at-campfire-circle/>.



Campfire Circle is grateful for Indigenous communities' stewardship of the land that we occupy—including the traditional territory of many nations including the Anishnabeg, the Chippewas, the Haudenosaunee peoples, and many other diverse First Nations, Inuit and Metis peoples. We aspire to be deserving stewards of the land, in partnership with them.