

## Coordinator, Events

### ABOUT US

Campfire Circle 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

Every day, Campfire Circle connects with kids with cancer or serious illness and their families, providing joyful and transformative programs in hospitals, communities, and overnight camps, free of charge to all participants. Reporting to the Associate Director, Events, the **Coordinator, Events** is accountable for the cultivation and implementation of fund development plans related to signature, partnership, and engagement events to support Campfire Circle's long and short-term strategic fund development goals. These accountabilities achieve the following:

- a) The Development Department's vision to advance the profile of Campfire Circle to donors, prospects, and other stakeholders to inspire ongoing commitment and ensure sufficient resources to meet the organization's current and future needs.
- b) The fostering of a donor-centered attitude and culture of philanthropy and donor relationship management throughout the organization to maximize fund development opportunities.
- c) Participation and support in signature and partnership events including, but not limited to Sporting Life 10K, R2//NYC cycling event, Tour d'Epicure, Bonfire Bash, open houses, and other partnership and engagement events as assigned.

**The key accountabilities of this role include, but are not limited to:**

- **Development Event Administration:**
  - Provide support for assigned signature, partnership, and engagement events, including meeting minutes, RSVP tracking, metrics tracking and other projects as assigned.
  - Lead the tracking of events activities in Raiser's Edge including pipeline management, action entry, and contact relationship management.
  - Provide ongoing customer service to fundraisers and donors, including overseeing event email inboxes and phone lines as assigned.
  - Lead the stakeholder list management and segmentation to support all emails and call captains in collaboration with Events Leads.
  - Lead the inventory and storage management of the event supplies year-round, ensuring accurate inventory of supplies and space efficiency and cleanliness.
  - Provide administrative support to the Associate Director, Events through meeting follow-up, call reports, Raiser's Edge input, and other duties as assigned.
  - Lead the execution and user management of project management platform (Wrike) within the Events Team.



- **Signature & Partnership Fundraising Events:**
  - Support the planning and execution of new and existing signature and partnership events including the Sporting Life 10K, Bonfire Bash, Tour d'Epicure, Open Houses, R2//NYC and other events as assigned.
  - Identify, recruit and steward new individual and team fundraisers, sponsors and donors of applicable events in order to achieve annual fundraising and participation targets.
  - Serve as relationship manager to an assigned portfolio of fundraisers and teams, providing fundraising support through outreach, engagement and stewardship.
  - Lead the thank you call strategy and execution for donors and fundraisers while managing a group of callers.
  - Support the preparation and shipping of stewardship and event collateral.
  - Support the applicable volunteer committees for signature and partnership events, including tracking in Raiser's Edge, prepping for meetings, etc.
  - Support identification and migration of prospects for other fund development programs
  - Lead the supply management including sourcing, packing and unpacking and event wrap up for assigned events.

## ABOUT YOU

### QUALIFICATIONS

#### *Required Criteria:*

- A post-secondary degree from a recognized post-secondary institution or the equivalent combination of education and work experience.
- Minimum 1-3 years' experience in fundraising with an emphasis on large-scale participant-based event organization.
- Excellent interpersonal and communication skills and a demonstrated ability to work effectively with a diverse group of staff, donors, fundraisers, and volunteers.
- Strong verbal, presentation, and written communication skills.
- Ability to remain calm in a variety of situations.
- A proven ability to work independently with the flexibility to take on a wide variety of assigned duties and projects.
- A demonstrated ability to work collaboratively in a team environment and with senior-level volunteers.
- A demonstrated ability to organize work, set priorities, meet deadlines, and work under the pressure of time constraints.
- A demonstrated ability to work collaboratively in a team environment and with senior-level volunteers.
- Detail-oriented with great organizational skills.
- Ability to travel to US.
- Experience using CRM donor database (Raiser's Edge experience advantageous)
- Computer literacy in Microsoft Office (Word, Excel, and PowerPoint)
- Clear police reference check and vulnerable sector screening
- Current G2 or G class driver's license and the ability to be covered by camp's insurance policy.

*Advantageous Criteria:*

- Post-Secondary education in event management and/or fundraising
- Working towards or achievement of CRFE designation
- An understanding of the power of camp
- Demonstrated commitment to volunteerism or volunteer sector
- Experience using Engaging Networks fundraising platform and Mail Chimp email system

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 and for Campfire Circle.

## WORKING CONDITIONS

- Hybrid work from home and work from open office setting, amount of time in office depends on stage of event planning and is typically 3 days a week
- Includes occasionally working outside for long periods of time to support event execution
- In consideration of the population Campfire Circle serves, the incumbent is a non-smoker.
- 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 potentially the U.S.

## COMPENSATION & BENEFITS

This position offers a competitive annual salary **\$45,000**. In addition, Campfire Circle is invested in our staff's health, wellness and career growth. As part of the total compensation package for this role, we offer a comprehensive benefits package (premiums fully paid by the organization with the exception of Long Term Disability), a wellness benefit up to \$500 annually, paid vacation time plus a paid winter shutdown period up to eight days, flexible hybrid work arrangements, and on-going professional development.

## HOW TO APPLY

Please send a cover letter, resume and expected salary to [careers@campfirecircle.org](mailto:careers@campfirecircle.org) with the email subject reading **2024024 – Coordinator, Events**.

Don't meet every single requirement in this posting? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. If you're excited about this role but your past experience doesn't align perfectly with every qualification or requirement we encourage you to apply anyways. You may be just the right candidate!

*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](http://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](mailto: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/work-at-campfire-circle/>, 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 Anishinaabeg, 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.