



# Manager, Events

## ABOUT US

### Help Bring Back the Joy of Childhood

Since 1983, Campfire Circle has delivered healing through happiness to thousands of kids with cancer or serious illness and their families across Ontario. Our programs are offered in paediatric hospitals across Ontario, in local communities, and at our medically supported overnight camps, offering year-round experiences that provide life-changing moments of joy, connection, and resilience.

And we're just getting started. Today, over 40,000 kids in Ontario face serious illness, many without access to the psychosocial support they urgently need. That's why we have a bold vision: to grow from serving 3,000 campers a year to 10,000. We're building a passionate, talented team to help make that vision a reality. When you join Campfire Circle, you become an integral part of a dynamic team helping to transform the lives of thousands of kids with serious illness, alongside our dedicated community of volunteers and donors.

Help us give back the joy of childhood to every kid with serious illness who needs it most.

## THE OPPORTUNITY

Are you a passionate nonprofit events professional with experience with planning and executing cycling events? The Manager, 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 organizations current and future needs
- b) The fostering of a donor-centered attitude and culture of philanthropy and donor relationship management throughout the organization in order to maximize fund development opportunities.
- c) Participation and leadership in fundraising and engagement events including, but not limited to R4//Campfire Circle, Tour d'Epicure , Bonfire Bash and assigned signature and engagement events. Support the planning of Sporting Life 10K, Volunteer engagement events.
- d) Represent Campfire Circle at meetings and events to support fund development and engagement initiatives to strengthen relationships

The key accountabilities of the role are:

### 1. Planning & Development:

- Participate as a member of the Development team in the development, execution and monitoring of short and long-term plans designed to meet the strategic goals of the organization

- Contribute to the creation and play a leadership role in the implementation of the R4//Campfire Circle, Tour d'Epicure and other large fundraising and engagement events consistent with the goals for strategic revenue growth of the organization
- Support the monitoring of event and development trends and track/report on fundraising efforts, making recommendations to maximize fund revenue, recommending processing and reporting improvements
- Lead the processes and procedures to support assigned fundraising and engagement events in collaboration with event team leadership
- Participation in recruiting, training and stewarding event volunteers
- Ensure accurate, efficient data entry of donor information and ensure the integrity of the information systems
- Represent the organization at meetings and events to support fund development and stewardship initiatives.

## 2. Signature & Partnership Fundraising Events:

- Lead the planning and execution of R4//Campfire Circle and Tour d'Epicure in collaboration with Director, Events including logistical planning and execution, management of volunteer committees, and participant recruitment and stewardship
- Lead the recruitment and management of cycling event volunteers in collaboration with coordinator, events
- Work collaboratively with marketing & communications on the development of the creative assets and donor experience on the tracking and stewardship of contributors to support your portfolio of events
- Support the tracking and reconciliation of revenue and expense budgets within your portfolio
- Support the planning and execution of other engagement and fundraising events/event components as assigned
- Lead the logistical planning and execution of events within your portfolio including but not limited to cycling events, Bonfire Bash galas and engagement events collaborating with internal and external stakeholders.

## 3. Donor / Volunteer / Fundraiser Management:

- Serve as relationship manager to an assigned portfolio of fundraisers, sponsors providing fundraising support through personalized outreach, and resource support and stewardship with the objective of increasing fundraised dollars and engagement with Campfire Circle
- Actively identify, recruit and steward new individual fundraisers, sponsors, and donors to increase the depth of support from event participants in collaboration with Philanthropy and Corporate & Community Partnerships teams
- Manage, support, and steward assigned event committees through all phases of event planning and execution.

## 4. People Management:

- Oversee workload, priorities, and resources to achieve department strategic planning and annual key initiatives while supporting team effectiveness and work-life balance
- Lead, coach, and develop staff through regular feedback, performance conversations, and targeted learning and development plans
- Collaborate with HR in all aspects of the talent lifecycle, from recruitment and selection to onboarding and career development

- Foster a positive, inclusive, collaborative and engaged team culture that prioritizes well-being and psychological safety
- Champion employee wellness, safety, and DEI to support a thriving work environment
- Perform other duties and responsibilities as assigned by their Manager or their designate.

## ABOUT YOU

- A post-secondary degree from a recognized post-secondary institution or equivalent work experience, with an education focus on event management and/or fundraising and current CRFE designation being advantageous
- Minimum 5-7 years' experience in fundraising with an emphasis on large scale participant-based event organization, with revenue targets exceeding \$1 million
- Minimum 2 years of people management/supervisory experience
- 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 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
- Demonstrated experience monitoring and adhering to a budget and business plan
- Detail oriented with great organizational skills
- Experience using CRM donor database (Raiser's Edge experience advantageous)
- Computer literacy in Microsoft Office (Word, Excel and PowerPoint)
- Experience using Engaging Networks fundraising platform and Mail Chimp email system is advantageous
- Clear police reference check and vulnerable sector screening
- Current driver's license and the ability to be covered by camp's insurance policy
- Ability to travel to US.

To support our commitment to a safe, caring environment for children with serious illnesses and their families, all staff must attest to having received their childhood vaccinations along with confirmation of tuberculosis (TB) clearance, which may include screening, testing, and/or treatment as needed. Seasonal boosters against Influenza and the most recent circulating strain of COVID are strongly encouraged. All staff must provide an updated criminal record check or Vulnerable Sector Screening and be currently eligible to work in Canada and for Campfire Circle.

## WORKING CONDITIONS

- This role is based at our Toronto office, with a hybrid structure requiring 3 days in the office per week which increases based on event schedule
- 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 is for an existing vacancy at Campfire Circle and offers a competitive hiring range of \$75,000 - \$85,000. 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, with premiums fully paid by the organization with the exception of Long Term Disability, including \$4,000 annually for mental health practitioners, a wellness benefit up to \$500 annually, an accelerated RRSP matching program up to 5% of base salary, 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 resume and salary expectations to [careers@campfirecircle.org](mailto:careers@campfirecircle.org) with the email subject reading **2026041 – Manager, Events**.

Don't meet every single requirement in this posting? Studies have shown that people of colour and individuals who are female identifying, 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!

*All tools may be utilized at any stage of recruitment for this role. 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 deeply committed to fostering a diverse and inclusive workforce that reflects the rich diversity of the communities we serve. We welcome applications from racialized persons/persons of colour, Indigenous People from North America and around the world, persons with disabilities, 2SLGBTQIA+ individuals, and those who bring diverse perspectives and experiences. Our commitment is to provide equitable employment opportunities to all and to maintain a work environment 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/>.



## LAND ACKNOWLEDGEMENT

Campfire Circle acknowledges that we operate on the traditional territory of many nations, including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples, and is now home to many diverse First Nations, Inuit and Métis peoples.

On this land, we are grateful to share the magic of camp with children and families, and we endeavour to create a community of joy, hope and healing. Acknowledging the land that we occupy is just one small step on the path towards Truth and Reconciliation.