



Now hiring: Fund Development Coordinator (Events)

Position type: Junior

Position Title: Event Coordinator

Position start date: November 2021

Be inspired and inspire others. Build opportunities that change lives, including your own. Engage with people of all backgrounds so that others may be engaged. Be part of one of the largest and most respected sport organizations in the world. Welcome to Special Olympics BC!

In this role, you will be a key member of our Fund Development team working collaboratively to raise integral funds to enrich the lives of individuals with intellectual disabilities through sport.

The successful Event Coordinator will:

- Believe strongly in the Special Olympics mission, vision and values;
- Coordinate and provide support for all fundraising event logistics, while maintaining adherence to critical paths and deadlines;
- Work closely with the VP, Fund Development and Communications, to support event committees for the Auction for Athletes, SOBC Golf Tournament, and the Sports Celebrities Festival;
- Coordinate volunteer recruitment, training, and execution for all events.
- Support various guest experience pieces, including ticket purchase processing, guest registration, event marketing materials, and guest communications resources;
- Manage the silent auction strategy, processes, and resources for gala events;
- Oversee all post-event functions including financial reconciliation, thank you letters, and donor/sponsor/volunteer recognition and event debrief;
- Ensure donations from events are processed in an accurate and timely manner;
- Support and provide input into the annual fundraising strategy;

What you'll bring:

- 3+ years of fundraising/development experience and/or event coordination.
- Strong computer skills and experience with databases. Advanced user of Microsoft suite including Teams and Dynamics preferred.
- Ability to manage priorities and balance deadline-driven workload with complete accuracy. Strong organizational skills and detail oriented.
- Excellent interpersonal and communication skills – ability to contribute in a high performing team environment.
- Valid driver's license.

This position will require you to work some evenings and weekends, and have some travel throughout B.C. when it is appropriate to do so again. At present, all Special Olympics BC staff are working remotely. If/when provincial health conditions allow, some in-office work will be expected at the SOBC office in Burnaby.



If this is your dream job please **apply with a cover letter and resume** to hmaciver@specialolympics.bc.ca by October 22, 2021.

We thank all interested applicants. Only those selected for interviews will receive replies.

About Special Olympics BC

Special Olympics BC is dedicated to enriching the lives of individuals with intellectual disabilities through the power and joy of sport. In 55 communities around the province, we provide year-round training and competitive opportunities in 18 different sports to more than 5,200 athletes of all ages and abilities, thanks to the dedicated efforts of over 4,300 volunteers. To learn more, please visit www.specialolympics.bc.ca.

Special Olympics BC hires on merit and is strongly committed to fostering an inclusive workplace and equality and diversity throughout our community. We welcome applications from Indigenous persons, visible minority group members, persons with disabilities, people of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities.

The Special Olympics BC provincial office is gratefully and respectfully located on the lands of the Coast Salish, Qayqayt, səliiwətaʔt təməxʷ (Tseil-Waututh), Skwxwú7mesh-ulh Temíxw (Squamish), S'ólh Téméxw (Stó:lō), Stz'uminus, and xʷməθkʷəy̓əm (Musqueam) Peoples. We also recognize all traditional territories where Special Olympics BC members are working, living, and playing.