

Development Associate - Events & Community Relations

Kids Cancer Care

The Kids Cancer Care Foundation of Alberta is passionately dedicated to helping young people affected by cancer and their families survive and thrive in body, mind and spirit. With a vision of providing *a cure for every child and care for every family*, Kids Cancer Care strives to end childhood cancer, while easing the pain and suffering of the disease through three essential program areas: 1. Camp and Outreach; 2. Research and Hospital; and 3. Education Support and Scholarships.

The Position

This is a permanent, full-time position reporting to the Events and Community Relations Manager. Kids Cancer Care offers a competitive salary and benefits package.

Position Description

The Development Associate - Events & Community Relations is devoted to Kids Cancer Care's (KCC) signature events and community fundraising as part of the Revenue Development team. Specifically assigned tasks are related to event management or support, community fundraising initiatives, relationship building and donor stewardship.

The Development Associate - Events & Community Relations will be both task- and project-driven, requiring the ability to manage multiple responsibilities, take initiative, problem solve, and participate as a member of a team and follow through in all areas of event coordination and implementation. Flexibility is a key attribute within this role.

Key Areas of Responsibilities

The Development Associate - Events & Community Relations will set goals for successful execution and growth of signature events and community fundraising. They will maintain strong relationships with existing donors and partners through excellent stewardship and pursue growth of new relationships to support the revenue development team.

Signature Events

KCC's signature events are pivotal fundraising opportunities for the Foundation. The Development Associate - Events & Community Relations is the lead for our most significant signature events and supports other leads on the other signature events as required.

- Responsible for the planning, organization, and management of each of these events from concept to completion, following and adapting the event timeline and run of show to ensure each event is smooth and efficient from start to finish.
- Specific job duties include securing venue(s), establishing concept and theme, developing and executing marketing plans, working with numerous external vendors, managing event budgets, communicating with event guests and participants, developing speaking notes and ensuring recognition of donors and sponsors at events, among other event duties.
- Ensure sponsor stewardship and recognition is incorporated into the event and fulfillment of all event sponsorship terms and conditions.

- Work closely and collaboratively with all staff and volunteers to establish vision and methods to achieve and exceed the goals of each event.

Community Fundraising

- Participate in the organization of both long and short term (annual) planning for the Events and Community Relations area.
- Actively engage community fundraising event partners throughout the year to support their event planning.
- Assist with community fundraising initiatives by representing KCC at events and, if required, supporting raffles and auctions and event logistics; ensure adherence to AGLC protocols at all community fundraising events.
- Ensure appropriate stewardship takes place for community partners and donors.

Stewardship and Information Management

- Update and maintain KCC stewardship grid and encourage awareness of required activities across the Development team.
- Assist in the development of impact reports for donors and sponsors.
- Research potential partners and events and look for opportunities to grow the community fundraising program.
- Maintain accurate system of records.
- Promote Kids Cancer Care as a worthy beneficiary through various marketing initiatives.
- Bring creativity and enthusiasm to the workplace.
- Ensure that Kids Cancer Care fundraising activities and events are of the highest standard by adhering to all charitable and ethical guidelines.
- Support team members to complete projects, working as a team first and foremost.
- Update donor information in Raiser's Edge NXT in accordance with established standards for Raiser's Edge NXT usage.

Education, Certifications and Proficiencies

- Three to five years relevant experience in event planning, having successfully executed live events from concept to completion.
- Fluid, flexible, well-organized individual who can adapt and problem solve in an extremely fast-paced, changing environment.
- Strong interpersonal skills and works well with staff and volunteers.
- Exceptional project management skills and planning abilities.
- Strong oral and written communication skills.
- Ability to thrive in a team environment and be self-motivated.
- Strong computer skills and proficient in Microsoft Office applications.
- Experience working with vendors and negotiating contracts an asset.
- Valid Alberta Driver's Licence and access to reliable transportation.
- Police and vulnerable sectors check required upon hiring (new or done within the last three months).
- Ability to lift 20-30 lbs.
- Occasional evening and weekend work required.

Closing Date

Applications will be accepted until Wednesday, September 28, 2022 or until the successful candidate is found.

Applications

Please send a cover letter and resume with **Development Associate – Events & Community Relations** in the subject line to:

Renée MacTavish
Events and Community Relations Manager
mactavish@kidscancercare.ab.ca

Kids Cancer Care Foundation of Alberta
5757 4th Street SE
Calgary, Alberta
T2H 1K8

Note: We prefer to receive applications by email. We are grateful to everyone who applies, but only candidates selected for an interview will be notified.

Working at Kids Cancer Care

At Kids Cancer Care, we consider it an honour and privilege to do the work we do. We get to help deserving children and families and we get to see our community at its finest — volunteering, donating, hosting fundraisers and helping others.

We love our work and we love the children and families we serve. We take our jobs seriously, but we don't take ourselves too seriously. We pride ourselves on having a fun, vibrant and sometimes quirky team that works, laughs, cries, eats, plays and celebrates together.

We value different perspectives and innovative thinking. We like to surround ourselves with creative, kind and passionate people and we welcome all qualified persons of any ability, gender, ethnic background or origin at Kids Cancer Care. We believe in the power of diversity and are dedicated to creating a diverse, equitable and inclusive environment. We ensure equal opportunity for all applicants and encourage people of all visible minorities to apply.

To protect the health and safety of our community, employees of Kids Cancer Care must provide proof of double vaccination against COVID-19.