



## Now hiring: Fundraising Event Coordinator

Position type: Junior

Position Title: Fundraising Event Coordinator

Position start date: July 2024

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 enrich the lives of individuals with intellectual disabilities through sport.

### The successful Fundraising Event Coordinator will:

- Believe strongly in the Special Olympics mission, vision, and values.
- Works closely with the Events Manager to coordinate and support event logistics and operations for all fundraising events including Polar Plunge, Auction for Athletes, Law Enforcement Torch Run, SOBC Classic, motionball, and the Sports Celebrities Festival, while adhering to critical paths and deadlines.
  - Supports various guest experience pieces for events including ticketing, registration, merchandise, and gifting.
  - Oversees the silent auction strategy, processes, and resources.
  - Supports other various fundraising initiatives for all events, including raffles and Fund a Need.
  - Coordinates volunteer recruitment, training, execution, and recognition for fundraising events.
  - Supports venue operations, including event contractors and suppliers.
  - Supports various guest communications both pre and post event.
- Supports sponsorship sales and activations for events.
- Oversees event supplies, storage, and inventory.
- Represent SOBC in a professional and respectful manner when liaising with stakeholders and at committee meetings and events.
- Supports Special Olympics BC Games sponsorship and merchandise sales.
- Support and provide input into the annual fundraising strategy.

### What you'll bring:

- 1+ years of fundraising/development experience and/or event coordination.
- You have excellent interpersonal and communication skills.
- You enjoy wearing many hats to support a high-performing team and meaningful work.
- You have exceptional attention to detail and can manage multiple priorities in a deadline-driven environment.
- Strong computer skills and advanced user of Microsoft suite including Teams and Dynamics preferred. Experience with databases an asset.
- Valid driver's license.



While this position does have regular “office” hours, your time will flex as you will be required to work evenings and weekends. This position is based out of our Provincial Office in Burnaby, B.C. and while in-office work will be expected, some remote workdays will also be accommodated. Occasional travel throughout B.C. will be expected.

The current salary range for this position is \$47,000.00 - \$57,000.00 per year, commensurate with experience, plus an excellent benefit package.

### **How to apply**

If this is your dream job, please **apply with a cover letter and resume immediately** to [mishida@specialolympics.bc.ca](mailto:mishida@specialolympics.bc.ca)

This posting will remain open until we have found the right individual.

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

### **About Special Olympics BC**

Special Olympics BC is dedicated to empowering individuals with intellectual disabilities to enrich their lives through the power and joy of sport, and to creating inclusive communities throughout British Columbia. Through transformative programming in sports, health, education, and community building, Special Olympics is tackling the inactivity, stigma, isolation, and injustice that people with intellectual disabilities face. Join our team to make a difference!

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, səliłwətaʔt 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.