

Development Coordinator, Signature Events

We believe people deserve care that is above and beyond the standard. We believe in *caring for you* and *innovating for the world*.

This is why we inspire investment in excellence at London Health Sciences Centre (LHSC). London Health Sciences Foundation (LHSF) has embarked on a fundraising campaign in support of these core beliefs, with the goal of raising \$200 million – the largest hospital campaign ever in Southwestern Ontario.

LHSF is raising funds to support an exciting vision that will transform how we treat patients. This vision includes key programs like Cancer Care, Cardiac Care, Mental Health, Orthopaedic Care, Personalized Medicine, Women's Care and Special Strategic Projects.

ABOUT LHSF

London Health Sciences Foundation is a charity accredited by Better Business Bureau and Imagine Canada. Our goal is to link our community and health care experts together in pursuit of medical excellence at [London Health Sciences Centre \(LHSC\)](#).

Our Mission: To inspire investment in excellence at London Health Sciences Centre

Our Vision: To meet the needs of London Health Sciences Centre by revolutionizing the response of our communities to health care philanthropy

Our Values: Trust – Respect – Focus – Collaboration - Accountability

OPPORTUNITY:

London Health Sciences Foundation (LHSF) is looking for a well-organized **Development Coordinator, Signature Events** who is resourceful, creative, and maintains a donor-centric philosophy. The position calls for a Development Coordinator who is a highly effective communicator, an excellent collaborator, and is passionate about events.

SKILLS / EXPERIENCE / QUALIFICATIONS:

- Post-secondary education: diploma or degree in fundraising, events, marketing, communications, sales or other related field or equivalent experience.
- Minimum 3 years of experience in a busy office setting with experience in administration, project management, fundraising, events or related field.
- Event planning experience required.



- Promotes a culture of excellence in customer service, where requests from internal/external stakeholders are responded to with a high degree of urgency and accuracy.
- Outstanding administrative skills with a proven ability to work on concurrent, multi-dimensional projects in a time-constrained environment.
- Excellent communication skills, both written and verbal.
- Experience writing, proofreading and/or copy editing preferred.
- Creative and resourceful with the ability to be flexible and prioritize new tactics as they emerge.
- Excellent organizational skills with attention to detail.
- Computer experience and proficiency with Microsoft Word and Excel is required.
- Valid driver's license and access to own vehicle is required.
- Availability to work flexible hours as needed for meetings and events outside routine office hours, including evenings and weekends.
- Raiser's Edge, desktop publishing, and/or Adobe Photoshop/InDesign experience preferred.

FUNCTIONS/DUTIES:

Guest Experience

- Serve as a key contact for event guests, partners, and public ensuring professional contact with all stakeholders while maintaining a positive and consistent donor experience.
- Maintain guest and event information in database.
- Make recommendations for email content, update mailing lists and coordinate email segmentation as required.
- Work with colleagues to promote event and ticket sales.
- Organize and manage the invitation, registration, event packages and attendee check-in/out processes.
- Coordinate opportunities for guest feedback and report on outcomes.
- Participate in strategic event planning sessions.

Administration

- Coordinate internal and external activities/meetings, including the creation and timely distribution of agenda and preparatory reports.
- Oversee database support for Signature Events in consultation with Information Management.
- Prepare event briefs for various stakeholders.
- Document relevant event program plans, policies, procedures, and logistics detail to ensure quality control.
- Develop and adhere to events timelines.
- Process and track event finances including invoicing, expenses, donations and receipting.
- Prepare event applications, waivers and permits.



- Track and document volunteer support/hours.
- Track and maintain storage inventory for events décor and signage.
- Research and secure event partner recognition, event and décor items as assigned.
- Provide periodic progress reports to staff as required.

Event Communication & Coordination

- Create and prepare event correspondence and collateral as required (such as mailings, event signage, auction bid numbers, etc.).
- Prepare and write event copy for email, auction and print.
- Ensure accuracy in information and proofread as needed.
- Recruit and work collaboratively with volunteers and staff to execute event plans.
- Coordinate and work with volunteers to assemble event packages, volunteer supplies and partner recognition items.
- Monitor, analyze, and report on event communications as it relates to the guest experience.
- Coordinate raffles and activities including licensing, rules and regulations, tickets, prizing, logistics, tracking systems and reports.
- Liaise with and assist with selection of vendors as required.
- Coordinate, organize, and train night-of guest experience volunteers.
- Setup and teardown duties week-of, day-of and post-event as assigned.
- Liaise with venue as needed

Other Responsibilities:

- Act as an Ambassador throughout the Community, positively representing the Hospital and the Foundation.
- Work as a team player promoting a positive and professional work environment and conduct role with integrity and respect.
- Other duties as assigned from time to time in order to meet the overall goals and objectives of the London Health Sciences Foundation.
- Abide by the policies and procedures of the LHSF and LHSC.
- Abide by the *Occupational Health and Safety Act*, and work in a manner that is safe, reporting incidents immediately to direct supervisor.
- Operates within culture and core values of the organization.

To apply for this position please submit a resume and cover letter detailing your experience to Nancy Foran, Executive Assistant, nancy.foran@lhsc.on.ca

DEADLINE TO APPLY: 5:00 pm on Friday, February 9, 2018.