

Fundraising Events Coordinator

Luna Child and Youth Advocacy Centre is committed to providing support and assistance to children and youth who have experienced abuse. Through various programs and initiatives, we strive to create a safe and nurturing environment where young people can heal and thrive. Our work relies heavily on community support and fundraising efforts to ensure we can continue making a positive impact in the lives of those we serve.

Job Description:

We are currently seeking a passionate and driven individual to join our team as a Fundraising Events Coordinator. The successful candidate will play a vital role in planning, organizing, executing, and evaluating fundraising events to support the mission and programs of the Luna Child and Youth Advocacy Centre and support community engagement initiatives. This position offers a unique opportunity to make a difference in the lives of vulnerable children and youth while utilizing your event management skills and creativity.

Responsibilities:

- **Event Planning and Coordination:** Lead the planning and execution of fundraising events from start to finish.
- **Budget Management:** Develop event budgets, track expenses, and ensure events are executed within budget.
- **Sponsorship and Partnership Development:** Cultivate relationships with corporate sponsors, donors, and community partners to secure sponsorships, donations, and in-kind support for events.
- **Marketing and Promotion:** Collaborate with the communications team to develop marketing strategies and promotional materials to raise awareness and drive attendance for fundraising events.
- **Volunteer Management:** Work with Luna's volunteer coordinator to recruit, train, and manage volunteers to assist with event logistics, registration, and other event-related tasks.
- **Attendee Engagement:** Ensure a positive experience for event attendees by overseeing logistics, coordinating entertainment, managing guest registration, and addressing any concerns or inquiries.
- **Post-Event Evaluation:** Conduct post-event evaluations to assess event success, gather feedback, and identify areas for improvement for future events.
- **Community Engagement:** Represent Luna at third party events and other community initiatives.

Skills:

- **Organization:** Ability to efficiently manage multiple tasks, deadlines, and details
- **Communication:** Clear and effective written and verbal communication skills.
- **Creativity:** Innovative thinking to conceptualize and design memorable events that meet Luna's objectives.
- **Problem-solving:** Aptitude for quickly identifying and resolving issues that arise during the planning and execution phases of events.
- **Time management:** Skill in prioritizing tasks and allocating resources effectively to ensure events are completed on schedule.
- **Budgeting:** Proficiency in creating and managing budgets to ensure events are financially viable.
- **Detail oriented:** Thoroughness in every aspect of event planning, from venue selection to décor and logistics, to ensure flawless execution.
- **Flexibility:** Adaptability to handle last-minute changes and unforeseen circumstances during events while maintaining composure and professionalism.
- **Leadership:** Capability to lead and motivate a team to work together cohesively toward a successful event.
- **Knowledge of regulations:** Familiarity with legal and safety regulations pertaining to events, including permits, licenses, and insurance requirements.
- **Marketing and promotion:** Understanding of marketing principles to effectively promote events and attract attendees, sponsors, or media coverage.
- **Technology proficiency:** Competence in using Microsoft Office software and other digital tools to streamline planning and enhance attendee experience.
- **Stakeholder experience:** Dedication to providing exceptional service to stakeholders, ensuring their needs and expectations are met or exceeded throughout the event planning process.

Qualifications:

- Bachelor's degree in Event Management, Marketing, Communications, or related field.
- Proven experience in event planning and coordination, preferably in a nonprofit or fundraising setting.
- Strong project management skills with the ability to multitask and prioritize effectively in a fast-paced environment.
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.
- Creative thinker with the ability to develop innovative fundraising event concepts and strategies.
- Proficiency in Sharepoint, Microsoft Office, and experience with Raiser's Edge, is preferred.

To Apply:

To apply for this position, please send a cover letter and your resume by email to Tracy Neumann, Director of Development; tneumann@lunacentre.ca

The job posting will remain open until a suitable candidate is identified. Please note that this role requires clearance of a Calgary Police Service Enhanced Police Information Check and a Children's Services Vulnerable Sector Check.

We thank everyone for their interest in this opportunity, but only those selected for an interview will be contacted.

ABOUT LUNA

The **Luna Child and Youth Advocacy Centre** is recognized as a centre of excellence in child abuse intervention and prevention. Luna's multi-disciplinary team of experts from health, children's services, law enforcement, justice, and victim services work together from one location to help young people and their families throughout the disclosure, investigation, and judicial process, and along all phases of their healing journey. This collaborative model surrounds young people and their families with the specialized supports they need and leverages shared expertise to build engaged communities where everyone plays a role in keeping children and youth safe. www.lunacentre.ca

*At Luna, our **commitment to diversity** is our promise to each other and the individuals and communities we serve. We believe in the inherent benefits of an inclusive and diverse organization that recognizes, embraces and values all forms of diversity. We strive to remove barriers to inclusion in all aspects of our organization and service delivery, so that we may support, strengthen, benefit from, and contribute to the richness and complexity that is our community.*