

<b>Position Overview</b>	
<b>TITLE</b>	<b>COORDINATOR, EVENTS AND MARKETING</b>
<b>Unit</b>	Philanthropic Foundations Canada
<b>Reporting to</b>	Director, Learning and Partnerships
<b>Category</b>	Programs
<b>FT or PT Status</b>	Full-time
<b>Location</b>	Montréal or Toronto
<b>Start date</b>	As soon as possible

## **ABOUT PHILANTHROPIC FOUNDATIONS CANADA**

PFC, a Canada-wide association, brings grantmakers together, giving them a collective voice, inspiring them to action and creating greater awareness of their impact on local and global communities.

We are seeking a specialist who stands apart for their practical approach to event management to join our dynamic team. Are you passionate and creative in searching for ideas and concepts? Philanthropic Foundations Canada organizes a major annual conference that brings all its members and partners together for three days. Throughout the year, we also organize several workshops and meetings across Canada in order to make a space for our members to learn and exchange ideas. Are you passionate and creative in searching for ideas and concepts? Do you like handling all the little details required to make a successful activity and event, and to keep things humming along smoothly? Is providing exceptional service to all members and partners one of your natural talents? We have a place for you on our team!

We offer a competitive salary and a wide range of benefits, including three weeks' vacation, group insurance and a pension plan.

## **MAIN RESPONSIBILITIES**

The incumbent will be responsible for managing, planning and implementing the association's events, including the annual conference. Working closely with the association's directors, and under the immediate supervision of the Director of Learning and Partnerships, the incumbent will be responsible for the following:

### **Events role**

- Together with the team, help develop the yearly events and annual conference strategy;
- Support the Director of Learning and Partnerships in discussions with the conference planning committee, event presenters and service providers;
- Serve as a resource person and coordinate all stages of event production (logistics, budget, administration);
- Coordinate logistics (room booking and layout, rental of audiovisual equipment, production of presentations, invitations and printed material, food services, etc.) for the holding of conferences, workshops, receptions and meetings;
- Prepare timetables and budgets for events and sponsorship activities;
- Together with the graphic designer, manage the design and production of event-related graphic material;
- Produce the content needed for events, including the conference program and event descriptions;
- Gather and prepare material for producing PowerPoint or other presentations;
- Coordinate all logistics on site, from reception to conclusion, on the day of the event;
- Keep informed of the latest event-related trends;
- Assist association directors when necessary.

## Marketing role

- Participate in the development of marketing strategies and concepts designed to support the organization's various activities, particularly events and the annual conference;
- Develop and write communications and marketing tools designed to raise the organization's visibility with various audiences;
- Manage the selection and production of promotional tools for events;
- Serve as community manager and dynamic information source for social media and other digital platforms, with the aim of raising visibility;
- Measure the results of the digital strategies introduced and suggest improvements to enhance efficiency;
- Update the website;
- Together with the graphic designer, manage the design and production of marketing and other tools;
- Coordinate and supervise the work of outside suppliers.

## PROFILE SOUGHT

### Education/training and experience

- University degree in marketing/communications/administration or a related field;
- Minimum three years' experience in events organization or communications/marketing;
- Strong knowledge of social media and new technologies, including conference applications;
- Relevant experience in event planning and management;
- Fluent oral and written English and French;
- Experience in the philanthropy field an asset;
- Proficiency with the MS Office desktop software suite and Adobe graphics design software;
- Familiarity with the WordPress content management system – HTML language an asset.

### Skills/abilities:

- Able to work autonomously and with minimum supervision;
- Good sense of organization, planning and management of priorities/schedules;
- Able to work under pressure and to meet short deadlines;
- Strong ability to work on many assignments simultaneously;
- Strong writing skills, creative, highly detail-oriented;
- Proactive, self-starter, resourceful;
- Good interpersonal skills and a team player;
- Able to solve problems quickly;
- Able to work a flexible schedule if needed;
- Able to occasionally work evenings and weekends;
- Able to travel in Canada;
- Sense of humour.

To submit your application, please send **your résumé and a covering letter by March 17, 2020 to [hr@pfc.ca](mailto:hr@pfc.ca).**

PFC is committed to diversity, equity and inclusion in its employment policies and practices. It is dedicated to creating a workplace culture of inclusiveness and welcomes applications from Indigenous peoples, visible minorities, people with disabilities and people of minority sexual orientations or gender identities.

We thank all applicants for their interest, but only those selected for an interview will be contacted.