

# Alzheimer Society

ALBERTA AND  
NORTHWEST TERRITORIES

<b>Job title</b>	<i>Special Events Coordinator, Philanthropy</i>
<b>Reports to</b>	<i>Special Events Manager</i>
<b>Location</b>	<i>Edmonton, Alberta</i>
<b>Details</b>	<i>Permanent - Full time</i>
<b>Closing Date</b>	<i>Open until a suitable candidate is found.</i>

## Who we are

The Alzheimer Society of Alberta and Northwest Territories (AS AB/NT) is a not-for-profit association that exists to heighten awareness about Alzheimer's disease and other dementias, provide support services, and support research into the cause and a cure for this disease.

Our vision is a world without Alzheimer's disease and other dementias.

Our values are "CARE: Collaboration, Accountability, Respect, and Excellence."

## The Position

Reporting to the Special Events Manager, the Special Events Coordinator is dedicated to coordinating the success of Society-led and third-party special events in Alberta and Northwest Territories. With a focus on growth and collaboration, the Special Events Coordinator will act as the key contact and lead for AS AB/NT fundraising events, as well as provide critical support to the Special Events Manager. The Special Events Coordinator will attract and develop relationships with new sponsors, donors and stakeholders. The demonstrated outcomes of these relationships will include event participation and funds raised in order to contribute to the achievement of the organization's fund-raising goals.

We are looking to add to our team an outgoing, creative, confident individual with a strong ability to develop relationships and capable of organizing events that will generate attraction and leave a lasting impression in the community.

The key responsibilities of this position include:

- Organizing and leading the growth of the Walk for Alzheimer's, including event management, volunteer management, researching prospective sponsors, securing new sponsors, and renewing and stewarding existing sponsors.
- Building and developing relationships with current and new sponsors, donors and stakeholders to increase funds and participants, including identifying, researching, cultivating, soliciting, and management of effective and impactful sponsorship partners.
- Supporting the Special Events Manager on the delivery of special events including acting as a critical back up and implementing ways to enhance and expand Anything for Alzheimer's third-party fundraising events and initiatives.

- Participating in the collaboration with team members to meet strategic objectives in the creation of a comprehensive fundraising plan aimed to increase gifts to the Society and documenting effective processes to maintain and grow the donor base.
- Collaborating with the Marketing and Communications Manager to create and distribute effective marketing materials including creating content for sponsorship packages and sponsorship activation.

### **What you will bring**

- Certificate level or higher in fundraising, events planning, public relations, marketing or equivalent experience.
- 3-5 years' experience in full scope event management. Non-profit experience would be an asset.
- Experience fundraising with a track record of success would be considered an asset.
- A proven ability to develop and sustain strong interpersonal relationships.
- Excellent communication skills including business writing and proficiency. Presentation or public speaking experience also an asset.
- Experience recruiting and working with volunteers.
- Initiative to ensure goals are met and displays ownership and accountability of duties.
- High level of proficiency in social media, Microsoft Office Suite, Google Suite, eTapestry, Adobe, Luminare, Artez, Connexion.
- Strong understanding of superior customer service.
- Ability to meet tight deadlines.
- Flexible and adaptable mindset.
- Class 5 license.

### **Working conditions**

- Flexible remote work and office environment with routine use of computer.
- Off-site work (meetings, functions, attendance at events, etc.).
- Standard 35-hour workweek (Monday to Friday, with flexible working hours) with regular time pressures, which are predictable, to finish specific job tasks and requires the ability to prioritize multiple work assignments.
- Some travel required.
- The Society office is a professional working environment, with appropriate professional attire and attitude expectation at all times.
- Work outside the regular business day and on weekends during event campaigns should be expected and is a requisite of the position.

### **What we offer**

- Health and Dental Benefits
- Annual Vacation starting at three weeks
- Personal Days
- Wellness Fund
- Christmas Closure
- Remote work available and a commitment to flexibility.

**To apply please send a copy of your cover letter and resume by email to: [hr@alzheimer.ab.ca](mailto:hr@alzheimer.ab.ca)**

*We thank all candidates for their interest; however, only those selected for an interview will be contacted.*

*The Alzheimer Society of Alberta and Northwest Territories is an equal opportunity employer and values diversity of all kinds.*