



## Position Description: Community Events Officer

---

### **Belleville General Hospital Foundation:**

Belleville General Hospital is one of four hospitals within Quinte Health, an integrated system that includes Trenton Memorial, Prince Edward County Memorial and North Hastings Hospitals. Quinte Health's catchment area is 7,000 kilometers that includes a diverse community – all of whom rely on our exceptional, compassionate care.

As a fundraising partner to the Quinte Health Belleville General Hospital site, our vision, as a collaborative fundraising partner, is to provide exemplary local care that is seamless, compassionate and effective. The work we do here has enormous benefits for society, funding leading edge equipment and delivering expansion projects in line with Quinte Health's expectations.

Community partnerships are central to our third party fundraising objectives and also play an important role in our lottery Super Draw program. Teamwork, dedication and shaping change through collaborative effort is fundamental to our mission.

### **Position Title: Community Events Officer**

**Position Summary:** Reporting to the Executive Director, the ideal candidate will be a strong advocate for both the Belleville General Hospital and its donors. With a passion for health care and the work of the BGHF, the Community Events Officer will be a confident and genuine individual who is a team player; interested in driving revenue.

Holding a resume with a personal track record of success in events, fundraising or sales, the Community Events Officer is responsible for supporting the achievement of financial goals and will be inspiring and thoughtful, with strong people skills. Adept at working in a fast paced and changing environment, the ideal candidate will have a single-minded, passionate dedication to exceeding donor expectations and will foster a strong team focus through collaborative and supportive work on the BGHF development team.

The position requires participation and planning of third party fundraising initiatives, working with donors/organizers in the creation of content and revenue to help donors understand the impact they are making.

The role takes a proactive approach at driving annual giving programs, signature & community events and works closely with the Executive Director and graphic designer to align the brand across all channels. As the lead contact for 'third party' and 'Lottery Super Draws' (Annual Golf Day, The Annual Gala, Car4Cancer etc) this position has a significant role in supporting the overall revenue strategy of the Foundation. Careful organization and planning play an important part in delivering the Annual Staff Campaign with Quinte Health Belleville General Hospital, attracting support through payroll giving. The role will extend to executing corporate sponsorship agreements in liaison with the Executive Director. We are looking for a self starter who can take initiative, engage the community and drive revenue for the organization across multiple stakeholders and partnerships.

## **Key Responsibilities and Accountabilities (but are not limited to):**

### **The Community Events Officer will:**

#### **Strategic Planning & Collaboration**

- Collaborate closely with the Executive Director & Major Gift Officers to develop comprehensive fundraising plans, budgets and strategies, and tactics aligned with BGHF's overarching fundraising and stewardship objectives, including signature events, third party, lottery super draw and Annual Giving events.
- Ability to strategically increase revenue streams through third party event organizers wishing to raise funds for the organization.
- Work with the Executive Director and Major Gifts Officer to identify prospects for sponsorship of special events.

#### **Leadership in Event Coordination**

- Create, promote and organize the Annual Golf Day, held in June at Black Bear Ridge Golf Course. Responsibilities include catering procurement, event logistics, vendor management, donor signage and sponsorship recognition.
- Liaise with Community partners and volunteers to plan the delivery of 4 Annual Lottery Super Draws. Car4Cancer, Cruise4Cancer, Camp4Cancer & Cash4Cancer
- Work in partnership with our external Gala event coordinator to administer and support the Annual Gala delivery alongside the BGHF Major Gifts Officer & Executive Director
- Deliver the Annual Staff Campaign initiative across the BGH site, driving payroll giving signups with the support of the BGH Foundation team

#### **Logistics Planning and Execution Support**

- Lead the organization, training and recognition of event volunteers.
- Develop critical paths, marketing/social media strategies, speaking notes, runs sheets and source event related merchandise/ materials to ensure seamless execution of events.
- Proficiency in sourcing and negotiating contracts with vendors, suppliers and sponsors to maximize fundraising potential.

#### **Corporate/Community Engagement & Sponsorship**

- Strategically focus on soliciting corporate prospects for sponsorship and support, maximizing fundraising potential & enhancing partnerships
- Cultivate & maintain positive community relationships, leveraging existing connections and establishing new partnerships for fundraising outcomes.

#### **Reporting & Analysis**

- Ensure requests for information from donors or prospects are addressed quickly, accurately and that all pertinent information is recorded appropriately in the database.
- Prepare and deliver reports for tracking donations, results, reconciliation against financial records.

#### **Position Requirements**

##### **The Community Events Officer should possess the following abilities and qualities:**

- Experience within a sales, business or fundraising environment; working to targets and delivering financial results.
- A self-starter, resourceful, flexible and well organized.
- Demonstrated success in the recruitment, training and development of volunteers.
- Superior organizational and administrative skills and proven ability to manage multiple deadlines and initiatives.
- Knowledge of fundraising principles and practices, along with CRA regulations pertaining to the issuing of donation receipts.
- Professional and ethical standards for handling confidential information
- Excellent written and verbal skills
- Demonstrated ability to strategize, build and implement constituency programs and activities and analyze results
- Ability to work independently, combined with the skills to thrive in a team-based environment
- Willingness to participate and assist in other areas of Development, when necessary
- Proficiency in Microsoft Office Suite and a working knowledge of Raisers Edge and records management (Desirable).
- Ability to work flexible hours on a flexi-time basis if required by the organization.
- Represents the Foundation with integrity in a professional, ethical, accountable and consistent manner
- Familiarity with the philanthropic community of Belleville and Quinte is an asset.

#### **Health and Safety**

- Adheres to the provisions of the Occupational Health and Safety Act
- Adheres to the provisions of QHC Human Resources Policy

## **Working Conditions**

- Minimal risk or discomfort
- Pressure related to meeting deadlines
- Standing for extended periods at multiple events
- Travel may be required
- Some evening and weekend work may be required
- Non-smoking and alcohol free environment

## **Salary**

Annual Salary: \$55,000 - \$65,000 based on experience. Salary is reviewed on an Annual basis

Professional Development is Considered Key. Funding is available to Pursue Professional Certification

Comprehensive and competitive healthcare coverage, laptop and Cell phone

Healthcare of Ontario Pension Plan (HOOPP)

3 weeks' holiday per year.

## **Application Instructions:**

Please submit your cover letter and resume by email, as a PDF or word document to:

Email: [scook@qhc.on.ca](mailto:scook@qhc.on.ca)

Or by mail at:

The Belleville General Hospital Foundation  
265 Dundas Street East  
Belleville, ON K8N 5A0

**Position closing date: 5:00pm – 2<sup>nd</sup> August 2024**