



Job Title: Engagement Coordinator

Department: Engagement

Reports to: Director, Learning and Engagement

POSITION DESCRIPTION

Reporting to the Director, Learning and Engagement, the Engagement Coordinator is responsible for event management, fund development, and grant coordination. Working collaboratively, the Engagement Coordinator will plan and execute annual fundraising and networking opportunities for our members. This role administers all grant programs that support member organizations. Additionally, this role seeks opportunities to recognize member organizations, volunteers, and grant recipients.

Areas of focus: event management, fund development, grant writing, grant administration, volunteer management (recruitment, recognition, and retention), event budgeting, event marketing, and sponsorship, etc.

Event Management

- Develop event plans, critical paths, and production schedules for each event
- Manage event logistics during all stages of the production process
- Collaborate with marketing and communications for each initiative
- Develop and manage event-specific budgets
- Recruit and coordinate event volunteers
- Identify, cultivate, solicit, and steward sponsors and silent auction/fundraiser partners
- Ensures database is maintained and up to date with sponsor, donor, and prospect information
- Complete post-event reports that measure results against objectives

Grant Coordination

- Administer grant programs to support member organizations – organize grant applications for review by committee
- Organize grants committee, set dates, and communicate with members
- Communicate with grant recipients
- Organize documentation for reimbursements, reports, etc.
- Create and present final reports to grant stakeholders

Admin

- Ensure all event, fund development, and grant information is entered into the database daily
- Capture great stories and/or minutes from networking and share with communications or, depending on situation engage our social media directly
- Prepare and provide summary reports of programs, services, and connections, including recommendations for future improvement and change
- Contribute to organizational strategy
- Take actions to minimize risks and maximize opportunities for the organization
- Contribute to organizational strategy
- Other duties as required

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of event management, fund development, grant writing, grant administration, volunteer management (recruitment, recognition, and retention), event budgeting, event marketing, and sponsorship
- Ability to manage multiple projects simultaneously
- Strong desire to promote the value of community
- Knowledge of cloud-based computer software, especially Office 365 and database management
- Ability to communicate effectively, both verbal and written

QUALIFICATIONS:

- Diploma or Degree in Event Management, Not-for-Profit Management, or a related field
- Experience in event management and volunteer management
- Experience in community organizing and mobilization
- Experience in a member-based organization
- Experience in fundraising
- This position will require occasional evening and weekend work as needed

HOURS OF WORK:

8:30am to 5:00 p.m. Monday to Thursday – 9:00 a.m. to noon Fridays. Evening and weekend work may be required.

SALARY:

Commensurate with experience. The Federation offers a competitive compensation and benefits package.

Please send your electronic résumé and cover letter to: Jason Kingsley – Director, Learning and Engagement – jason@calgarycommunities.com

Please note that only candidates invited for an interview will be contacted