



Job Title: Sponsorship & Events Coordinator
Location: 300 Milroy Drive, Peterborough, ON
Reports to: Communications & Donor Services Manager
Salary: \$21-24/hour
Status: Full-time

Overview

The Sponsorship & Events Coordinator will use their excellent communication and organizational skills to help increase revenue generation to build more safe, decent, and affordable homes locally.

Reporting to the Communications & Donor Services Manager, the coordinator will be responsible for all aspects of event/campaign execution including, but not limited to, planning, communication, engagement, development, volunteers, sponsorship, recognition, etc. They will be responsible for the expansion and growth of our annual sponsorship program and maintaining the success of our community engagement initiatives. This position would provide the successful candidate with the opportunity to enhance many skills including leadership, networking, empathy, creative problem solving, time management, critical thinking, public speaking, and teamwork.

Habitat for Humanity Peterborough & Kawartha Region's mission is to bring communities together to help families build strength, stability, and self-reliance through affordable homeownership. Through shelter, we empower.

This is a fantastic opportunity to be part of a great cause. If you are a creative and detail-oriented self-starter that is looking for a role with high impact, then Habitat PKR is the place for you!

Job Responsibilities

- Seek and resource new opportunities to grow/engage community partnerships and revenue.
- Manage and execute all aspects of the annual sponsorship program to achieve financial targets, including package design, cultivation, solicitation, negotiation, benefit fulfillment, reporting, and stewardship, with support from the Donor Services and Communications teams.
- Actively seek opportunities to secure funding through the annual sponsorship program, support from local businesses (including in-kind), service clubs, etc.
- Lead the planning and execution of fundraising events/campaigns (Sunday Dinner, Holiday event(s), third-party, etc.), including participation, sponsorship, auctions, logistics, volunteer recruitment, and financial and administrative management.

- Manages the budget, critical paths, contracts, and logistics for events, working closely with the Communications and Donor Services teams to define objectives, event concepts and materials, communication plans, invitation processes, and volunteer requirements.
- Collaborate with third party event committees in reaching their objectives with emphasis on providing exceptional communication, resources, and support during planning and execution.
- Cultivate, solicit, and maintain mutually beneficial relationships with corporate event sponsors/partners, donors, vendors, and volunteers.
- Coordinate event planning committees and respond to donor/volunteer inquiries.
- Manage event vendors, guest speakers, VIP/donor needs, entertainment, RSVPs, etc.
- Act as a spokesperson and ambassador at presentations/events for information and solicitation purposes.
- Collaborate with Manager of Volunteer & Staff Engagement on all aspects of volunteer support for events including, but not limited to recruiting, assignment of duties, training, supervision, etc.
- Prepare registration lists, seating charts, programs, scripts, and all event related materials.
- Ensure all events are compliant with local laws/regulations, including security and necessary permits or licenses.
- Work closely with the Donor Services and Finance teams on gift processing, receipting, data management, payment processing, tax receipting, and donor inquiries
- Manage post-event stewardship, analysis, and impact reporting in collaboration with team.
- Maintain an accurate and secure database, including entry, record keeping and clear reporting.
- Assist with preparation of grant applications.
- Special projects as assigned, including general office tasks or vacation coverage.
- Drive new project opportunities as directed by the leadership team.
- Ensure the initiatives, branding, and messaging of the organization are consistent with Habitat PKR's values, voice, and mission.

Qualifications

- Passion for the mission of Habitat for Humanity Peterborough & Kawartha Region.
- Relevant education in communications, public relations, marketing, event management, fundraising, or related field is an asset or an equivalent combination of formal training/experience.
- Fundraising, event planning, and volunteer coordination experience considered an asset.
- Excellent organizational skills, including multi-tasking, time management, and attention to detail.
- Strong interpersonal and verbal and written communication skills.
- Ability to work independently, with a demonstrated ability to take initiative and be self-motivated.



- Demonstrated project and time management skills, prioritizing tasks, maintaining a high level of commitment to projects over the course of many months, and a strong degree of professionalism.
- Strong analytical and problem-solving skills, with the ability to organize and prioritize multiple tasks and meet various deadlines.
- Excellent interpersonal skills, tact, and a strong team player with the ability to work collaboratively.
- Ability to exercise confidentiality and discretion at all times is essential.
- Superior judgment with the ability to be forward-looking, troubleshoot, actively seek opportunities, identify viable options, and propose solutions.
- Ability to present to large groups in a professional and comfortable manner.
- Experience in building and maintaining positive business relationships.
- Must have a valid driver's license, with appropriate vehicle insurance, and access to a reliable vehicle for travel in the Region.
- Proficiency in Microsoft Office Suite is an asset.
- Positive attitude and a pleasure to work with.
- Flexibility to work occasional weekends and evenings.
- Acceptable Police Records Check

Apply Today

If you feel you're a good fit for our awesome team, please send along your cover letter and resume to hr@habitatpkr.ca stating the position title in the subject line. Please include why you would like to work for Habitat for Humanity Peterborough & Kawartha Region.

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