EVENTS AND SPONSORSHIP COORDINATOR

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<th>ORGANIZATION NAME</th>
<th>JOB CATEGORIES</th>
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<td>Habitat for Humanity Greater Toronto Area</td>
<td>• Event Coordination</td>
<td>Full Time</td>
<td>Ontario - Metro Toronto Area - Toronto</td>
<td>Experienced (Non-manager)</td>
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**Position Title:** Events and Sponsorship Coordinator  
**Reports To:** Fund Development Manager, Events and Sponsorship  
**Division:** Fund Development  
**Status:** Permanent Full-Time, standard hours with occasional evenings and weekends  
**Location:** Toronto Office (155 Bermondsey Road, Toronto, ON)

**Position Summary**

Reporting to the Fund Development Manager, Events and Sponsorship, the role of the Events and Sponsorship Coordinator is to provide full cycle support for our events from planning and fundraising to execution and delivery. The Coordinator will build and foster relationships with existing and potential sponsors and will act as a Habitat GTA ambassador embodying our guiding principles and connect people to our mission.

**About Habitat for Humanity Greater Toronto Area:**

Habitat for Humanity Greater Toronto Area (GTA) is a non-profit housing organization that mobilizes volunteers and community partners to work with families to help them build a brighter future and break the cycle of poverty through affordable homeownership. Habitat GTA also operates a retail enterprise called ReStore, which sells new and gently-used home furnishing and renovation materials at great prices. ReStore proceeds support our mission to help working, lower-income families build a brighter future through affordable home ownership. ReStore operates 10 locations across the GTA.

**Duties & Responsibilities:**

- Provide support to the Fund Development Manager, Event & Sponsorships.
- Perform event coordination and administration including the development of plans, critical paths, meeting minutes, report updates, budgets, stewardship/recognition, constituent communications, nametags, PowerPoint presentations, FAQs, pledge sheets, fundraising tool-kits, etc.
- Coordinate event logistics including venue selection, managing guest lists, food service arrangements, menu planning, packing lists, décor, etc.
- Coordinate all areas of the volunteer cycle (i.e. volunteer request forms, training, orientation, supervision, and recognition).
- Respond to inquiries from the public about events (i.e. customer service, donor services, etc.)
- Create, edit and maintain event microsites, online fundraising pages and other external communications including print and digital materials in collaboration with Marketing and Communications colleagues.
- Plan, design and execute sponsorship proposals to solicit and secure in-kind and monetary contributions to meet event budgets.
- Provide online research and data collection to support HFH GTA events and third party event donations.
- Attend and assist with third-party community events as Habitat GTA representative as appropriate.
- Responsible for database management related to events including data entry, merging of records, etc.
- Coordinate post-event activities including payment follow-up, event evaluation forms, stewardship, etc. working closely with the Development Coordinator and other Fund Development staff.

The duties may be amended from time to time.

Qualifications & Requirements:

- Post-secondary education in an relevant field of study
- Previous work experience in the not-for-profit or hospitality sectors
- Career ambition in fundraising and/or events
- Excellent communication skills, verbal and written
- Excellent organizational skills
- Proficient in Microsoft Office Applications (Word, Excel, Outlook, PowerPoint, mail merges) and online search engines
- Some knowledge of Adobe Acrobat Software Programs, in particular InDesign and Illustrator
- Availability to work a flexible and sometimes varied schedule, including some evenings and weekends
• Previous experience working with volunteers related to special events
• A quick learner and self-starter; able to identify where help is needed and to pick up new hard and soft skills quickly and with ease
• Strong interpersonal skills coupled with a professional demeanor, donor-orientated attitude with the ability to interact tactfully with a variety of stakeholders and audiences
• Strong work ethic and high energy; suited to a multi-tasking, fast-paced environment
• Preference will be given to candidates with some knowledge and experience with online fundraising platforms and databases such as: TeamRaiser, Online Express, and Raiser’s Edge
• Experience working in a sales environment is considered an asset
• Position has some occasional physical demands related to event set-up and tear-down, such as: lifting boxes, packing vehicles, setting up tables and chairs, walking on uneven ground (build site).
• Valid Driver’s License is a must

Applicants must be legally eligible to work in Canada.

Habitat for Humanity GTA is committed to creating a diverse environment and is proud to be an equal opportunity employer.

Habitat for Humanity GTA is committed to ensuring a barrier-free, accessible and inclusive work environment. We welcome and encourage applications from people with disabilities. Upon individual request, we will endeavour to remove any barrier to the hiring process to accommodate candidates with disabilities. Please inform us should accommodation be required at any point during the recruitment and selection process.

Internal candidates with the required skill-set are encouraged to apply.

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

Apply here