

## Events Coordinator

### **Villa Charities Foundation Temporary, Full-Time (18 Month Contract)**

Villa Charities Inc. (VCI) is a registered charity and non-profit organization that enriches lives through experiences and services that honour Italian culture and heritage. For more than 50 years across the GTA, Villa Charities has provided cultural and educational programs and supported culturally sensitive long-term care and independent living apartments for seniors. VCI fulfills their mandate through a broad range of activities, services, and facilities, both directly and in conjunction with its affiliates and independent organizations. Affiliates include Columbus Centre and Joseph D. Carrier Art Gallery; Villa Colombo Homes for the Aged Inc. in Toronto; Villa Colombo Seniors Centre (Vaughan) Inc. Di Poce Centre; and Italian Canadian Benevolent Seniors Apartments Corporation/Casa Abruzzo Benevolent Corporation with apartments for independent seniors (Caboto Terrace, Casa Del Zotto, and Casa Abruzzo). Each of these organizations is an integral part of the Villa Charities family with separate legal status and its own governance Board. For more information, visit [villacharities.com](http://villacharities.com).

Additionally, Villa Charities is Great Place to Work<sup>®</sup> Certified<sup>™</sup>, an official recognition for employers who create an outstanding employee experience and an amazing workplace culture. Every day, our team works hard to deliver our mission of enriching lives through experiences and services that honour Italian culture and heritage.

#### **About Villa Charities Foundation**

Villa Charities Foundation supports experiences and services that honour Italian culture and heritage. As the charitable arm of Villa Charities, the Foundation provides crucial funding for areas such as senior care, youth services, education and scholarships, cultural programming, and capital needs.

#### **Job Summary**

Villa Charities Foundation is currently recruiting an energetic and motivated Events Coordinator maternity coverage contract role. The Events Coordinator will be responsible for, but not limited to, supporting events such as the annual Villa Charities *Giro* Cycling Fundraiser, Heart & Hand Awards, the Tribute project, donor engagement and stewardship events, and other activities and events that may arise. Reporting to the Manager, Fundraising & Stewardship, the Events Coordinator will execute initiatives to deepen community engagement, generating fundraising revenue for the organization's overall mission. In this role, you will be accountable for event execution, cultivating positive relationships with community partners/organizations, securing sponsorships, and collaborating with internal and external stakeholders.

**Key job accountabilities include but are not limited to:**

- Overseeing the administrative duties in support of fundraising events, including appropriate and timely tracking, stewardship, and benefit fulfillment for sponsors and donors
- Assisting in planning, promoting, and implementing fundraising initiatives to meet revenue targets
- Working closely with the Manager, Fundraising & Stewardship to execute fundraising campaigns, cultivate sponsors, participants, and donors
- Assisting with sourcing, negotiating, and managing relationships with external vendors and suppliers
- Sourcing and securing cash and in-kind sponsors for Villa Charities Foundation events, and ensuring sponsorship deliverables are met, contributing to the sales and promotion of events lead by the Foundation
- Delivering exceptional support to all constituents, including sponsors, participants, donors, and volunteers
- Assisting with coordination of event experience for attendees, sponsors, donors, and key stakeholders for fundraising events including but not limited to *Giro*
- Updating event budgets and fundraising objectives
- Collaborating cross-functionally on marketing materials
- Coordinating administrative tasks for fundraising events including but not limited to *Giro*, and Heat & Hand Awards, including reporting, license applications, data entry (Raiser's Edge), tax receipting, updating event websites (AKA Raisin), etc.
- Supporting the Manager, Fundraising & Stewardship, acting as a liaison for event partners including but not limited to vendors, volunteers, sponsors, participants, etc.
- Assisting with the recruitment, training, and management of event volunteers
- Other duties as assigned

**Desired Qualifications:**

- Minimum 2-3 years relevant events and/or fundraising experience, preferably working for a non-profit or in the healthcare or cultural sectors
- Demonstrated ability to plan and execute large-scale complex events from start to finish, maintaining timelines, critical paths, and achieving targets
- College certificate or university degree in events management, fundraising management, business, or a related discipline
- Excellent communication (verbal and written) and presentation skills, interpersonal and relationship management skills, including working with volunteers
- Strong analytical and problem-solving skills, and an ability to manage multiple priorities in a fast-paced environment
- Highly organized with excellent attention to detail
- Ability to prioritize effectively, pivot quickly, and be flexible

- Knowledge of fundraising best practices and fundraising software platforms (Raiser's Edge and AKA Raisin)
- Ability to work effectively with a diverse group of stakeholders and represent the organization in a variety of settings
- Excellent collaborative and process-management experience in a team-oriented environment
- Knowledge or familiarity of the Italian Canadian community considered an asset
- Access to a vehicle and a valid driver's license is considered an asset
- Must be able to work onsite as well as occasional evenings and weekends to meet the demands of the business
- Requires a satisfactory Police Vulnerable Sector Check

***We thank all applicants for their interest. Only those selected for an interview will be contacted.***

If you are interested in an opportunity to make a difference and a lasting impact, work with an agile, collaborative, progressive, and high-performing team, please forward your resume and cover letter to: Director, Human Resources by email: [careers@villacharities.com](mailto:careers@villacharities.com).

Villa Charities is committed to providing a safe working environment for our workforce, volunteers, and members of the public with whom we interact regularly. As such, all Villa Charities staff are required to provide proof of COVID-19 vaccination.

Villa Charities Inc. embraces diversity in the workplace and is committed to achieving employment equity. We aim to attract, develop, and retain highly qualified employees from diverse backgrounds, allowing us to benefit from their unique skills, various experiences, and perspective on our vision of "Inspiring people to explore the Italian in all of us". We ensure that our recruitment practices support this commitment and do not infringe on any characteristics protected by law.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, and Villa Charities' policies, a request for accommodation will be accepted as part of Villa Charities' hiring process. To avoid any delays in the recruitment process, if you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. You may also be required to submit adequate medical/other documentation to Human Resources to support your request for accommodation.