

EMPLOYMENT OPPORTUNITY

MANAGER, EVENTS & COMMUNITY ENGAGEMENT

Company Bio

About Women's College Hospital Foundation

We are revolutionizing healthcare. Side by side with our donors, community members, staff and medical teams, Women's College Hospital Foundation (WCHF) raises, manages and invests funds to support Women's College Hospital in its mission to revolutionize healthcare to ensure a more equitable and sustainable system. WCHF donors contribute generously to help fund equipment, research, and innovative clinical programs that address the unique needs of women and their families while working to close critical health gaps within the system.

A values-driven organization, respect, caring, integrity and partnership are core to who we are and we believe that authenticity and accountability strengthens all that we do. Fuelled by our Triple Aim of Philanthropy, Partnerships and People, our vision is to be the charity of choice for advancing health for women in Canada and health system solutions for all.

Learn more about WCHF, visit: www.wchf.ca / @wchf

About Women's College Hospital

Women's College Hospital (WCH) is Canada's leading independent, academic, ambulatory care hospital with a primary focus on the health of women. Founded in 1883 by Dr. Emily Stowe – a suffragist and the first Canadian woman licensed to practice medicine in Canada – our Hospital has earned its distinguished reputation through hard work, commitment, and a pioneering spirit of innovation.

Today, our ongoing achievements and our dedication to improving healthcare are building on that admirable legacy of leading-edge care and unparalleled caring. WCH opened the Hospital of the Future – a new, \$555 million, state-of-the-art fully ambulatory facility – in fall 2015.

The opening of our new facility amplified our position as one of the most ground-breaking institutions in the world focused on advancing the health of women and pioneering health system solutions that benefit all people.

WCH is home to one of the only hospital-based research institutes in the world focused on the health of women, and we are fully affiliated with the University of Toronto as one of Canada's leading teaching hospitals.

Learn more about WCH, visit: www.womenscollegehospital.ca / @WCHospital

Job Description

The position of Manager, Events & Community Engagement is responsible for executing the strategic and operational plans for the portfolio on a year-to-year basis. The incumbent must have both management and fundraising event experience, be a strategic thinker and a collaborative leader, and be able to work in a fast-paced environment with flexibility.

Commitment to inclusion, diversity, equity, and access is a necessity for this role, as this is a guiding principle at WCHF.

Women's College Hospital Foundation values a diverse workplace and strongly encourages women, racialized people, LGBTQ2+ individuals, people with disabilities, and foreign-born residents to apply.

Reporting to the VP, Events & Community Engagement. The Manager, Events & Community Engagement is primarily responsible for leading a team of two through the operational delivery of the Events portfolio, while providing strategic

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direction on growth opportunities. The Manager also provides input on improving internal processes, shares best practices and acts as a subject matter expert in the fundraising event field.

Key Responsibilities:

- Lead and manage the end-to-end strategic planning and execution of all Events within the portfolio (virtual and in person), including Fundraising, Stewardship & Cultivation and Community Education Events.
- Monitor event goals and budget: gather and track ROI, engagement analytics, and feedback to consistently assess and implement opportunities for improvement.
- Drive revenue generation through the enhancement of existing, and the development of new activations and assets within events.
- Develop, manage and report on operations, revenue, and post event analytics for all Foundation Events.
- Partner with internal cross-functional teams to create event agendas, sponsorship support, and content that meet established targets.
- Effectively mentor and coach two direct reports to foster professional growth and positive team building.

Additional Responsibilities include, but are not limited to:

- Proactively provide strategic recommendations to optimize the portfolio's contribution to the Foundation's strategic goals.
- Source and manage relationships with external partners and vendors for multiple event needs, including negotiation and contract review.
- Act as primary liaison for select event committees
- Identify and cultivate prospects for community outreach, event participants and attendees
- Ensure all internal events are implemented in accordance with Hospital policy and procedures in collaboration with the hospital Strategic Communications team

Specific to the delivery of Foundation events:

- May be responsible for setup and strike of furniture and equipment for meeting and events, which may require lifting of heavy objects at times
- Some evening and weekend work is required
- Valid Ontario Driver's License an asset
- Access to a vehicle is preferable

FOR EXTERNAL APPLICANTS ONLY:

As a condition of employment, you are required to submit proof of full COVID-19 vaccination to the Hospital's Occupational Health, Safety & Wellness department.

Qualifications

- Degree and diploma education in a relevant field, PMP designation would be considered an asset
- Six (6)- eight (8) years in an event role with demonstrated success managing people in a fundraising environment
- Experience working with senior leaders and volunteer committees
- Proven creativity & superior organizational skills
- Comprehensive understanding of budgeting and accounting principles
- Demonstrated initiative and collaboration skills with an emphasis on leading cross-functionally
- Solid working knowledge of Teams, Zoom, Webex Meetings and other industry technology, including virtual event delivery methods and web-based tools such as NXT, CVENT and RAISIN.
- Ability to work well under pressure and efficiently on multiple initiatives at various stages of development simultaneously

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- Experience dealing with potential for tight deadlines and competing priorities

Closing Statement

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.