

Events Coordinator

Villa Charities Foundation Temporary, Full-Time 4 Month Contract (March – June 2024)

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.

Additionally, Villa Charities is Great Place to Work® Certified™, 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 for an energetic, motivated Events Coordinator 4-month contract role. The Events Coordinator will be responsible for supporting the 17th Annual Villa Charities *Giro* Cycling Fundraising event and other activities that may arise. Reporting to the Director of Development, the Event 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 and collaborating with internal and external stakeholders.

Key job accountabilities include but are not limited to:

- Oversee the administrative duties in support of *Giro*, including appropriate and timely tracking, stewardship and benefit fulfillment for sponsors and donors
- Assist in planning, promoting, and implementing *Giro* fundraising initiatives to meet revenue targets
- Working closely with the Director of Development and Fundraising Specialist, implement *Giro* fundraising campaign to cultivate sponsors and participants

- Assist in sourcing, negotiating, and managing relationships with external vendors and suppliers
- Source and secure cash and in-kind sponsors for *Giro*, and ensure sponsorship deliverables are met contributing to the sales and promotion of *Giro*
- Deliver exceptional support to all constituents, including sponsors, participants, donors and volunteers
- Assist with coordination of Giro event experience for attendees, sponsors, donors, and key stakeholders
- Update Giro event budgets and fundraising objectives
- Collaborate cross-functionally on marketing materials
- Coordinate administrative tasks for *Giro* including reporting, license applications, data entry (Raiser's Edge), tax receipting, etc.
- Assist the Fundraising Specialist acting as a liaison for Giro event partners including but not limited to vendors, volunteers, sponsors, participants, etc.
- Assist with the recruitment, training, and management of Giro 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 and achieving targets
- 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
- Must be able to work onsite as well as occasional evenings and weekends
- Access to vehicle and a valid drivers license is an asset

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.

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.