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**SECTION 1 IDENTIFYING INFORMATION**

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Position Title:

**Events/Admin Coordinator – WM**

Supervisor's Title:

**Manager, Events & Volunteers  
Director of Finance**

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**SECTION 2 POSITION SUMMARIES**

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Reporting to the Manager, Events & Volunteers, the Events/Admin Coordinator is responsible for the planning, coordination and execution of the fundraising events in the Westman Region. These events include Chili Cook-off, Poker Derby, Memory Walk, Coffee Break®.

Reporting to the Director of Finance, the Events/Admin Coordinator is responsible for daily bank deposits, data entry and administrative duties.

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**SECTION 3 DUTIES AND RESPONSIBILITIES**

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**1. For each Event (working independently and in cooperation with appropriate provincial staff):**

- Select date and venue for events
- Apply for any necessary licenses required for event
- Act as liaison with venue and all suppliers for events.
- Prepare action plan and critical path for events
- Working with Communications Coordinator, oversee production and delivery of all print materials, media materials, website.
- Order supplies and book service providers
- Solicit potential sponsors and steward existing sponsors
- Maintain supplier, sponsor and participant lists
- Provide content that needs to be included in e-blasts and letters
- Merge solicitation letters, participant packages, and thank you letters for participants and sponsors
- Arrange pick up of event proceeds, etc
- Maintain ongoing communication with event participants and sponsors
- Oversee all aspects of the events, including décor, entertainment, emcee/program content, table arrangements/seating, signage, volunteers, photography, security, set-up and take-down.
- Maintain accurate record of supplies for each event
- Recruit, place & supervise the necessary volunteers for each event.

**2. Volunteer Management**

- Ensure that volunteers are recruited, interviewed, screened, trained, placed and supervised
- Maintain accurate records and ensure proper recognition

**3. Donor's Choice**

- Monitors the incoming revenue
- Maintains relationship with all Donor Choice areas in the Westman Region
- Solicit new areas for Donor Choice participation

**4. Other Events**

- Act as liaison and facilitate any one-time events held by third parties.
- Act as liaison and facilitate annual Jeans Day, held at over 25 participating Westman businesses in January/February

#### **5. Daily Bank Deposits**

- Receive and open all incoming mail. Distribute correspondence to appropriate staff.
- Date stamp and record donor information on original mail. Check and endorse cheques. Balance money received to original mail. Deposit monies received.
- Schedule mail drop off and deposit pick up appropriately throughout holiday days.

#### **6. Data Entry**

- Ensure account maintenance and gift entry is done on all deposits (including regional mail)
- Produce tax receipts and special letters
- E-mail tax receipts as requested by donor
- Supervise volunteers to check and distribute tax receipts and memorial acknowledgement cards in a timely manner.
- Receive bank deposit information from Region Offices. Incorporate appropriately into the data entry and tax receipting process.

#### **7. Administrative Duties**

- Open and close office each day
- Greet all visitors
- Direct client calls to appropriate staff/HELPLINE volunteer
- When possible, resolve simple inquiries from non-clients
- Take donations and payments over the phone
- Set voice mail on at end of each day. Transcribe/re-direct messages each morning to appropriate staff.
- Put appropriate voice mail message for after hours and during holidays

#### **8. Other**

- Other duties as requested by the Manager, Events, Volunteers & Annual Giving and the Director of Finance.

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#### **SECTION 4 SUPERVISION EXERCISED**

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The Events Coordinator is responsible for supervising

- volunteers related in events.
- donor relations with event participants and donors.
- suppliers related to events.

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#### **SECTION 5 POSITION REQUIRMENTS**

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- Experience working in events and fundraising
- Exceptional verbal and written communication and interpersonal skills
- Proficiency in Word, Excel and Outlook
- Experience with Raiser's Edge
- Flexible schedule which allows occasional evening and weekend work.
- Access to vehicle for pickups event pick ups