



EVENT PLANNING BOARD COMMITTEE

Coordinate events by organizing and setting up details and volunteers.

Responsibilities:

- Fundraising/Revenue Generation:
 - Meet or exceed annual fundraising goals by coordinating and executing various fundraising events
 - Leverage and grow partnership opportunities through cold calling, networking, etc.
 - Identify and maximize event revenue generation opportunities through creative avenues such as sponsorship, ticket sales, silent auctions to meet or exceed fundraising goals
 - Solicit sponsorship goals
- Corporate/Community Engagement and Networking:
 - Solicit, leverage and engage volunteers to support, initiate and facilitate events
- Event Management:
 - Develop implementation plans for event maximization and execution at the local level
 - Coordinate and execute events within budget while maximizing return
 - Evaluate return on investment and implement improvements to achieve higher impact and return at future events
 - Anticipate and plan for future events, trends, problems and opportunities
 - Explore existing community initiatives as potential opportunities
- Plan and oversee the logistics of committee operations
- Provide reports to the President 1 week prior to each board meeting
- Present committee decisions/recommendations to the board
- Assign work to committee members
- Ensure committee members have the information needed to do their jobs
- Set the agenda for and run committee meetings

Qualifications or Experience:

- Post-secondary education, preferably in business, project management, fundraising, and/or marketing, or other relevant programs
- Work experience in non-profit, fundraising, sales, event coordination, marketing
- People and volunteer management experience an asset
- Must have a car and valid Driver's License
- Strong communication skills and proven sales success
- Demonstrable experience managing large events
- People and volunteer management experience an asset
- Achievement-oriented goal-setter, flexible and responsible
- Highly organized with strong attention to detail
- Flexible work-from-home arrangements available
- Collaborative relationship-builder
- Computer proficiency, preferably including experience with social media