

EVENTS & FUNDRAISING ORGANIZER

The Kids Cancer Care Foundation of Alberta is passionately dedicated to helping young people affected by cancer and their families survive and thrive in body, mind and spirit. With a vision of providing *a cure for every child and care for every family*, Kids Cancer Care strives to end childhood cancer, while easing the pain and suffering of the disease through three essential program areas: 1. Camp and Outreach; 2. Research and Hospital; and 3. Education Support and Scholarships.

At Kids Cancer Care, we consider it an honour and privilege to do the work we do. We get to help deserving children and families and we get to see our community at its finest — volunteering, donating, hosting fundraisers, and helping others. We love our work and we love the children and families we serve. We take our jobs seriously, but we don't take ourselves too seriously. We pride ourselves on having a fun, vibrant, and sometimes quirky team that works, laughs, cries, eats, plays, and celebrates together.

We value diversity and the different perspectives and innovative thinking that it brings. We like to surround ourselves with creative, kind, and passionate people and encourage all qualified persons of any ability, gender, race, culture, ethnicity, or origin, including members of the 2SLGBTQ+ community and those with visible, invisible, and episodic disabilities, to apply. We believe in the power of diversity and are dedicated to creating an equitable, diverse, and inclusive environment at all levels of the organization.

For more information on Kids Cancer Care and our work, please visit us at kidscancercare.ab.ca.

Career Opportunity

This is a full-time (37.5 hours per week) summer student position reporting to the Director of Philanthropy with a term ending August 31st, 2024. This position requires working in the office. This is not a remote working position.

The Position

The Events & Fundraising Organizer will actively engage in the fundraising activities of Kids Cancer Care's revenue development team. Tasks include assistance with the execution of community group-led events and Kids Cancer Care signature events. Events are hosted throughout the province and include golf tournaments, Stampede events and more. This role offers Kids Cancer Care's expertise and experience for community events and ensures adherence to rules, such as those of Alberta Liquor Gaming and Cannabis.

Key Areas of Responsibility

The Events & Fundraising Organizer will be an integral member of the Revenue Development team, helping organize, attend and coordinate events.

Barley & Smoke

- Attend and organize meetings with partners and committee
- Assist in the planning of the event

- Attend the in-person event August 24
- Assist with raffle-licensing
- Manage aspects of event marketing, as assigned

Cycle Challenge

- Post regularly on Strava and send emails with event updates and to keep virtual participants engaged
- Assist in the planning of the 3-day cycling event with in-person participants
- Prepare necessary event supplies and collateral for the event
- Attend the in-person event July 14-16 at Camp Kindle and assist in necessary tasks

Dad & Daughter Gala

- Solicit donations for loot bags
- Solicit donations for silent auction
- Assist with researching and securing entertainment and vendors
- Order SWAG and other event materials
- Pick-up items relating to the Dad and Daughter Gala, including SWAG, rentals and auction items

Other events

- Attend third-party events as a representative of Kids Cancer Care
- Manage volunteers at events as necessary
- Support community partners as needed, including, but not limited to, marketing support, raffles and auctions, etc.

General responsibilities

- Assist with various database clean-up and updates, under the guidance of the database administrator
- Be aware of the needs of young people with a history of cancer and their families
- Ensure that the policies and guidelines of Kids Cancer Care are adhered to
- Contribute positively to Kids Cancer Care by working well with all staff, volunteers, parents, and community partners
- Represent Kids Cancer Care when speaking with the public
- Actively work to develop personal and professional skills
- Familiarize yourself with Kids Cancer Care's policies and procedures
- Drive the foundation vehicle as needed

Qualifications

- Must be between 15 and 30 years of age at the beginning of the employment period
- Previous office experience is desirable
- Experience in not-for-profit would be considered an asset
- Must provide a current Level II Criminal Records Check, which includes vulnerable sector
- Valid driver's license and reliable vehicle

Industry Knowledge

- Competent with Microsoft Office and CRM databases an asset
- Work on required materials for events such as formatting documents on Word/Adobe, creating signage, assembling information packages and more
- Excellent oral and written communication skills are required to communicate with community partners, vendors and to solicit donor support
- Able to make cold calls
- Experience and comfort with public speaking
- Ambitious and enjoy building relationships in the community
- Outgoing, self-motivated, and excellent people skills
- Strong organizational and prioritizing skills and the ability to think creatively

Closing Date

Applications will be accepted until Monday May 20th, 2024.

Applications

Please send a cover letter and resume with Events & Fundraising Organizer in the subject line to:

Genine Neufeld
Director of Philanthropy
hr@kidscancercare.ab.ca

Kids Cancer Care Foundation of Alberta
5757 4th Street SE
Calgary, Alberta
T2H 1K8

Note: Please only apply by email to the email address above. We are grateful to everyone who applies, but only candidates selected for an interview will be notified.