



Position: Development Officer, Events
Employment status: Permanent Full Time (35 hours per week)
Location: 700-5100 de Maisonneuve Blvd. West, Montreal (Quebec)
– Hybrid model

The Development Officer of Events contributes to the Foundation's development efforts by assisting in the planning and coordination of signature fundraising events, third-party events, and online fundraising pages.

Reporting to the Director of Events, the Development Officer of Events works primarily with administrative functions and assists with all event deliverables including event conceptualization.

KEY AREAS OF RESPONSIBILITY:

- Coordinate and manage tasks and responsibilities related to events;
- Create and maintain event donor database;
- Mail merges;
- Letter writing in both English and French;
- Maintain and update Foundation's master calendar of events for the coming year;
- Assist and design marketing materials to support events;
- Assist with onsite execution of events as required;
- Create and maintain donation webpages and provide organizer support;
- Manage processing and tracking of donations for events (online and offline).

PERFORMANCE STANDARDS

- Maintaining and developing constructive relationships with foundation staff and entire team;
- Implementation of action plans, as may be required, to meet the needs of the Foundation;
- Strong ability to prioritize multiple requests and work independently;
- Comfortable with online platforms (registration, database, website, social media, Zoom and other auction & streaming platforms)
- Able to work within and promote a respectful and collaborative work environment.



EXPERIENCE

- Minimum of 2 years of relevant experience in events;
- Post-secondary education or equivalent;
- Ability to work in French and English, both spoken and written;
- Excellent organizational, communication and interpersonal skills;
- Impeccable attention to detail, able to multitask and work under pressure in a fast paced environment and respect very strict deadlines;
- Meticulous, discreet when dealing with confidential information;
- Experience using an online fundraising platform such as AKA Raisin and donor database (CRM) considered an asset;
- Excellent knowledge of Word, Excel and PowerPoint.

We thank you for your interest in the MUHC Foundation and all submitted applications will be considered, however only selected candidates will be contacted for interview purposes.

Candidates must forward their CV and cover letter via email to:

McGill University Health Centre Foundation

700-5100 de Maisonneuve Blvd. West

Montreal, QC H4A 3T2

Attn: Vanessa Pacel

Vanessa.pace@muhc.mcgill.ca