



**ARTS UMBRELLA**

## **SPECIAL EVENTS COORDINATOR**

Permanent Full Time (35 hours per week)

With a mission of “Inspiring Creativity. For Good,” **Arts Umbrella** is a not-for-profit arts education centre for children and youth ages 2 to 19. We foster the creativity of young people by providing innovative and quality visual and performing arts programs that inspire creativity, spirit, and passion. Delivering both tuition-based and donor-funded community programs, we touch the lives of 21,000 children a year!

For close to 40 years, Arts Umbrella has been offering a lively, positive, and supportive work environment and an opportunity to make a difference. We are passionate about the arts and believe that through arts education we can positively impact our community and our world. Arts Umbrella is an organization with a heart, where self-expression and creativity are valued and nurtured.

### **The Opportunity**

Reporting to the Manager, Annual Giving, and working collaboratively to contribute to the overall success of the Development team, the Special Events Coordinator is responsible for implementing Arts Umbrella two signature events – Splash and the Arts Umbrella Invitational Golf Tournament, executing Under the Umbrella mid-level donor program, and supporting third party fundraising events.

Key responsibilities include, but not limited to the following:

- Coordinate and implement Arts Umbrella’s two signature events (Splash and the Arts Umbrella Invitational Golf Tournament) with an emphasis on increasing net revenues year over year
- Coordinates all processes related to solicitation of sponsorships and auction donations in order to meet revenue targets and secure needed gift-in-kind items
- Supports committee meetings, prepares documents and reports in advance, distributes minutes
- Coordinates distribution of sponsorship and donation packages
- Orients and supports committee volunteers with their sponsorship and auction donation solicitations
- Ensures sponsorship benefits are fulfilled
- Ensures that sponsors are appropriately recognized post-event, including coordination and delivery of Sponsorship Wrap Report
- Coordinate production of all printed materials such as save the date, invitation, art catalogue, program, signage
- Supply written content to graphic designer for save the date, invitation, art catalogue, program, signage; review to ensure completeness and accuracy
- Coordinate post-event functions including thank you letters, tax receipts, financial reconciliation, auction item delivery and gaming reports
- Support third party fundraising events by acting as the main point of contact and providing event organizers with Arts Umbrella messaging, proud supporter logo, tax receipting guidelines
- Support Development to build a major gift pipeline through annual event guests
- Collaborate effectively with AU faculty, administration, and staff to maximize event success and overall fundraising results
- Work collaboratively and creatively with other Development staff to enhance potential interest of donors
- Develop and maintain relevant event policies and procedures essential for a comprehensive Annual Giving operation

Arts Umbrella Granville Island: 1286 Cartwright Street, Vancouver, BC, Canada V6H 3R8

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INSPIRING CREATIVITY. FOR GOOD.



## ARTS UMBRELLA

### Here is what you bring

- Bachelor degree, or equivalent combination of education and experience
- A minimum of three (3) years of fundraising experience
- A minimum of three (3) years of event planning experience
- Demonstrated success in event fundraising
- Demonstrated success in building annual support campaigns, planning events and managing volunteers, contractors, vendors and suppliers
- Proven ability to set and achieve revenue goals
- A successful track record of working with internal and external stakeholders including auction donors, sponsors, volunteers and event committees,
- Knowledge of Raiser's Edge or other fundraising related databases; proficiency in Microsoft Office and Adobe Creative Suites
- Ability to work independently and participate collaboratively in a team environment
- Good listener who is intuitive, perceptive and insightful, with excellent oral and written communication skills
- Demonstrated attention to detail and excellent organizational skills, with the ability to handle high volume of requests and emails
- Ability to meet tight deadlines while managing conflicting priorities
- Demonstrated ability to multi-task and work successfully in a fast-paced environment with minimum supervision.
- Ability to establish and monitor priorities, remain flexible and meet deadlines..
- Ability to work independently as well as on a team.
- Embrace the Arts Umbrella manifesto

Team fit is very important in this close-knit organization, so we are looking for someone who builds strong relations, and is passionate and driven. We take pride in the diverse mix of personalities that makes Arts Umbrella the quality organization it is today. As a caring organization, we make it a priority to foster a positive work environment by recognizing the efforts of our staff, and promoting a balanced work/family life.

### How to apply

If you have what it takes and are looking for a great opportunity to work within a forward-thinking organization, send your resume and cover letter to [job@artsumbrella.com](mailto:job@artsumbrella.com) no later than **4 PM Friday, October 12, 2018** indicating **Special Events Coordinator** in the subject line.

We will review resumes as they arrive and schedule interviews when appropriate.

Arts Umbrella thanks all applicants for their interest and advises that only those selected for an interview will be contacted. **No phone calls please.**