



Posting Number: 33698
Open: February 8, 2012
Deadline: February 15, 2012
Non-Union

Manager: Regular Full-Time
Signature Events - London Health Sciences Foundation
Victoria Hospital

London Health Sciences Foundation (“LHSF”) is a non-profit, charitable organization established to strengthen London Health Sciences Centre’s (“LHSC”) ability to provide health care of the highest quality to patients in Southwestern Ontario and beyond. LHSF connects donors, volunteers, health care consumers, the community and health care experts — including physicians, allied professionals, researchers, staff and educators — in pursuit of medical excellence. We do this through a comprehensive, diverse menu of exciting fundraising programs that provide opportunities for donors to touch the lives of thousands.

The Manager, Signature Events plays a key role in contributing to the growth of the dynamic signature fundraising events at London Health Sciences Foundation from both a tactical perspective and long term strategic planning perspective. The key objectives for these events is to maximize fundraising opportunities, provide a platform for highlighting the Foundation/Hospital brand, and develop relationships with sponsors, donors, internal stakeholders, and volunteers in support of the Hospital.

The Manager will be responsible for the implementation, execution and evaluation of LHSF’s Signature Events, S/he will work with the Director of Events and Community Engagement to develop new and innovative concepts and refresh Signature Events. S/he will create detailed strategic business plans and budgets, monitor and approve all budgeted expenditures; develop critical paths, evening schedules, benefit matrix and site set-up plans ensuring quality in the execution of fundraising events.

The Manager will work in collaboration with the Event Committees and Volunteers for planning, goal setting and implementation of the Event. The Manager will also work closely with the Corporate Sponsorship Officer to ensure opportunities for sponsorship are maximized. The Manager will work as a team player promoting a positive and professional work environment and conduct the role with integrity and respect.

Rate of Pay: Commensurate with experience
Hours of Work: 37.5 hours per week

QUALIFICATIONS:

- Successful completion of University Degree or College Diploma
- Minimum 3-5 years of experience working in a professional setting with experience in project/event management, fundraising, sponsorship, sales and marketing
- Experience in managing multiple projects in a fast-paced, time-constrained environment
- Excellent interpersonal and communication skills, both written and verbal, and the ability to interact effectively with all levels of the organization and members of the public
- Strong background in managing staff and volunteers and in a team environment
- Ability to assess situations to determine importance, urgency, and risks, and make clear decisions which are timely and in the best interest of LHSF/LHSC
- Experience in budget forecasting and tracking outcomes
- Knowledge of philanthropic community
- Computer experience and proficiency with Windows, Microsoft, Raiser’s Edge and GroupWise preferred
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC
- Demonstrated ability to attend work on a regular basis

We foster a culture of patient and staff safety whereby all employees are guided by LHSC’s Mission, Vision, Values and Code of Conduct.

As part of the assessment process applicants may be required to complete a written examination or test. Please be advised that an internal reference check may be conducted as part of the selection process.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted.

In order to be considered for this position, please submit a completed **Application to Job Posting** form and a **detailed resume**, quoting posting #30843, by deadline date to:

Melanie Anderson, Recruitment Advisor
Human Resources, 5th Floor PDC, University Hospital
Internal Fax Number: 33889 **Melanie.Anderson@lhsc.on.ca**