



## **Position Title: Senior Events Specialist**

Wellspring is a network of cancer support centres that provide a comprehensive range of professionally-led support and coping skills programs to men, women, and children who are living with cancer. Wellspring is seeking an experienced fundraiser to lead a large, mission-critical fundraising event and the third-party and community partnership portfolio, as well as to provide support to the broader events portfolio.

### Responsibilities:

1. Lead a major cycling-focused fundraising event and meet related fundraising goals
  - Secure event sponsorship and steward event donors
  - Lead participant recruitment efforts for event (Cyclists & Volunteers)
  - Support volunteer event committees
  - Prepare fundraising marketing pieces
  - Develop and annual fundraising and marketing plan for the event
2. Manage Third Party Event portfolio and related community partnerships
3. Provide fundraising and logistical support for other Wellspring fundraising events

### Qualifications

- 3+ years of fundraising and sponsorship experience, including event management
- Experience with managing peer-to-peer fundraising platforms (e.g. TeamRaiser)
- Working knowledge of RE
- A university degree
- A valid driver's license
- Excellent written and verbal communications skills
- Proven track record in teamwork and team-building
- Excellent attention to detail
- Ability to prioritize and meet deadlines
- Professional demeanour
- Strong organizational skills
- Strong leadership skills
- Previous experience with bicycle rides or similar events an asset

The Senior Events Specialist role is based at Wellspring Westerkirk House, which is on the campus of the Sunnybrook Hospital in Toronto. It requires frequent travel around the Greater

Toronto Area and occasional travel outside of this region. Flexible work hours are sometimes required in order to accommodate event requirements.

#### Application Procedure

Please apply in writing to [Humanresources@wellspring.ca](mailto:Humanresources@wellspring.ca) with "Senior Events Specialist" in the subject line.