



JOB POSTING

Position Title: Philanthropy & Sponsorship Manager

Department: Philanthropy & Communications

Date: March 10, 2017

The opportunity: The Toronto People With AIDS Foundation (PWA) offers an opportunity to build on a strong existing fundraising base and make your mark by developing and executing innovative sponsorship strategies to grow a high-impact organization.

Projected to raise \$1.4 million in the coming year, PWA's fund development program is a mix of an iconic fundraising event, the Friends For Life Bike Rally, and other traditional fundraising activities. With a new fund development review and sponsorship strategy, conducted by external consultants, PWA is poised to introduce new initiatives and grow.

The organization: Since 1987, PWA has been helping men, women, trans men, trans women, and children live with HIV/AIDS. PWA is a community-based, registered charity and Canada's largest practical support service provider for people living with HIV/AIDS. Visit us at <http://www.pwatoronto.org>

Position summary: The Philanthropy & Sponsorship Manager is a new position and will be an integral member of PWA's Philanthropy & Communications team and the manager of the Friends For Life Bike Rally. The Friends For Life Bike Rally, currently in its 19th year, is PWA's sustaining fundraising event raising \$1m annually and engaging hundreds of participants on the 1-Day and 6-Day rides. A highly engaged and committed volunteer leadership committee supports the Bike Rally.

This position provides sponsorship guidance and oversight for all of PWA's events and activities and will play a key role in developing innovative stewardship events and experiences. The Philanthropy & Sponsorship Manager will have fundraising experience as well as a demonstrated track record of effective volunteer and project management, communications - including experience developing a digital media strategy, and an excellent ability to manage external relationships.

Accountability: The Philanthropy & Sponsorship Manager reports to the Director of Philanthropy & Communications. The position has one direct report: the Special Events Coordinator.

KEY RESPONSIBILITIES

Event Management:

- Works with the Director to create and manage the Bike Rally's annual budgetary plan
- Leads in the planning, development and execution of the Bike Rally
- Manages day-to-day working relationships with the volunteer leadership committee and participants
- Negotiates and manages vendor relationships
- Develops relationships internally and externally and leverages partnerships to assist with the creation and delivery of events

Sponsorship Management:

- Manages event and agency sponsorship models and strategies
- Works with colleagues across the organization to develop compelling materials for sponsor cultivation, and stewardship
- Works with volunteers to engage new sponsors for events and campaigns and transitions event sponsors into long term agency partners
- Engages new sponsors in multi-year agreements for ongoing events and agency programming

Systems and Support:

- Works with the Director to develop an agency Digital Media Strategy
- Manages templates (critical path, budget etc)
- Reviews department event critical paths, budgets etc
- Provides event and sponsorship guidance to the Special Events Coordinator and other agency staff
- Develops, manages and reports on a pipeline of event and sponsorship opportunities

Volunteer Engagement:

- Manages and works with event volunteers with key responsibilities on the Steering Committee's Media & Communications, Sponsorship, Fundraising, and Recruitment committees
- Has regular calls and meetings to ensure that tasks are completed on time
- Utilizes event volunteers and committees to develop new vendor and sponsor relationships

Knowledge, Skills and Abilities:

- Ability to own the event planning process, while leading and managing a team through project planning and execution
- Track record of developing, growing and executing successful events
- Demonstrated success in securing sponsorship for events and programs

- Experience developing and customizing stewardship events
- Excellent working knowledge of the media landscape, understanding of social media activation and community engagement
- Microsoft Office products (Outlook, Word, Excel, PowerPoint, etc.)
- Ability to attract, motivate, and empower volunteers
- Ability to prioritize and manage dynamic workload
- Knowledge of the complexity of issues relating to HIV/AIDS
- Sensitive to issues of diversity and accessibility
- Strong verbal and written communication skills
- Good team work ethic, and also capable of working independently
- Able to work under pressure and meet tight deadlines within budget
- Experience with peer to peer fundraising platforms and donor database management an important asset
- Large project management experience preferred

Qualifications:

- Minimum 3-5 years' progressive experience in corporate or non-profit fundraising event management
- Post-secondary degree or certificate in any of the following areas; fundraising, business management, marketing or related field

Authorized to Work in: Canada (i.e., Canadian citizen or permanent resident)

Employment Start Date: April 2017

Contract Duration: Full Time, salaried

Deadline for submissions is 5pm Monday, March 27, 2017

Please respond with a cover letter outlining the qualifications and experience you would bring to the position. Include your salary expectations, a resume, and some samples of your work (photos, event outline or other collateral you feel demonstrate your experience).

Resumes may be submitted in confidence to:

Mike Twamley, Director, Philanthropy & Communications

mtwamley@pwatoronto.org – 200 Gerrard St. E., 2nd Floor, Toronto, ON M5A 2E6

(fax) 416-506-1404

The Toronto People With AIDS Foundation is an equal opportunity employer and we strongly encourage people living with HIV/AIDS to apply for this position.