



Development Officer, Events

The Janeway Children's Hospital Foundation exists to activate a community of donors, fundraisers, and volunteers to fund children's healthcare, primarily through support of the Janeway Children's Health and Rehabilitation Centre. As such, everything we do is in service of this purpose.

The Development Officer, Events is a new position at the Janeway Foundation, as we adjust roles within the organization to align with our future plans and as our spectacular Telethon and Planned Giving Manager retires after 20 years with the organization. This revisioning of the roles will see an event-focused team member join the Janeway Foundation with the responsibility of coordinating the delivery of the Janeway's signature events, including the Janeway Children's Miracle Network Telethon, Jamarama, and the Janeway Festive 50/50, as well as many other Children's Miracle Network initiatives and third-party events. As part of the fundraising team, this project manager will be adept at organizing events and programs involving many internal and external players and developing and managing complex workback plans. The focus of this role is to grow the events and initiatives under their portfolio, while working closely with colleagues, volunteers, suppliers, and partners to execute initiatives with precision and skill.

Roles and responsibilities include:

- Event management for the annual Janeway Children's Miracle Network Telethon:
 - Develop and manage a comprehensive logistics timetable to respond to all requirements for the Telethon live television broadcast. This includes working with colleagues to manage filming schedules of patient stories, hospital features, and all other produced pieces as determined by the Manager of Donor Engagement and CMN, who is responsible for the development of the Telethon produced content.
 - Telethon site logistics, including set design, site management, ordering, and other related Telethon duties.
 - Management of the Janeway Telethon broadcast schedule (rundown) which includes all donor presentations, interviews, produced pieces, entertainment, miracle matches, and all other components as required. Working with television partner on scheduling and management of same.
 - Working with colleagues, ensure Telethon volunteers are prepared, trained, and in attendance.
 - Confirming and arranging musical acts for Telethon.
 - With the broadcast team, Foundation staff and remote location volunteers ensure that each location is staffed and equipment-ready for air time - this includes sets, hosts, entertainers, volunteer schedules; phone bank schedule; cue cards; rundown; food and refreshments; phones and internet; plus all other components as required.
 - Telethon Weekend to troubleshooting as required to ensure smooth running of the broadcast – this includes on the spot changes to the rundown; cue card additions; brief hosts on last minute changes, etc.

- Managing the logistics for the Foundation's other signature events (Jamarama and Festive 50/50), and Children's Miracle Network community events.
 - Supports the logistics management and successful event delivery of CMN and local corporate partner events and campaign activations. This includes The Helicopter Ball Drop, Mary Brown's Snack Day for the Janeway, Mariott Root Beer Float Day, The Champion Launch, RBC Race for the Kids, Million Reasons Run, etc.
 - Provide the same support for growth-focused community events that have the potential to become signature events, including Daycare Danceathon and others as they are identified.
 - This work includes creating and managing workback plans, engaging colleagues and suppliers as needed, booking venues, sourcing permits and lottery licenses, scheduling and managing volunteers, preparing materials, administration, media support, liaising with partners, etc.
- Book and manage other meetings for the Foundation as needed. Includes virtual and in-person meetings, including one to two in-person Board Meetings, the AGM, etc. Manage invitations, track attendance, liaise with venue, order food and beverage, etc.
- Assist with the creation of new potential Foundation fundraising events, engagement events, etc.
- Manage volunteer committees as needed for the various initiatives.
- Support the stewardship of the Foundations donors as needed by assisting with information gathering for CMN and other donor reporting.

Position Key Attributes

- A relevant post-secondary degree or diploma in business, marketing, event management, project management, public relations, or communications. In lieu of post-secondary training, an appropriate blend of relevant education, background and experience will be considered.
- Three to five years of experience in special event co-ordination, project management, and/or administration. Knowledge of fundraising and experience in non-profit/charity work would be an asset.
- Demonstrated experience creatively working within limited budgets is an asset.
- A track record of developing effective relationships within the community.
- Experience working effectively within a complex environment with program goals, team goals and Foundation goals, of both the quantitative and qualitative nature.
- Experience working with senior level board members, volunteers and community and business leaders.
- Proficiency with common business software is required (Microsoft Suite).

Competencies and Abilities

- Relationship and partnership-building skills. Able to negotiate and manage events expertly.
- Able to work well in a team environment, taking ownership of projects and working with colleagues on team deliverables.
- Ability to multi-task and successfully manage multiple priorities and meet competitive deadlines while producing a consistently high quality of work.
- Ability to focus and manage a diverse and significant volume of material and information with high efficiency and thorough attention to detail and follow through. Effectively use time and resources to accomplish goals and achieve results.

- Capable of building the reputation and profile of the Janeway Children's Hospital Foundation internally and externally.
- Ability to build enduring and mutually beneficial relationships with donors, community members and colleagues.
- Ability to think strategically and develop opportunities for the Foundation.
- Excellent written and oral communication skills.
- Strong standard computer skills – data entry and processing, extraction, manipulation, etc.
- Willingness to learn and take on additional responsibilities as required.

Working Conditions

- This position is located in St. John's, NL but may require travel. Candidates must have a valid driver's and access to a vehicle. This position is being offered on a permanent, full-time basis.
- Physical Effort: Carrying and transporting materials related to events or initiatives may be required. Sitting and/or standing for long periods of time is to be expected.
- Sensory Attention: Long periods of intense concentration will be expected from time to time. Special events can be very busy, loud, and stimulating, and the environments can change, depending on the event.
- Dress/Demeanor: Business casual attire and a professional demeanor are expected.

Please e-mail your resume with a cover letter, in confidence, to rebecca.dutton@easternhealth.ca by April 25th, 2024.

Interviews will begin in late April and the role will begin in June, allowing for a period of transition with our retiring Telethon Manager, who is finishing on June 30th. The timing for this transition is set.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.