



Manager: Events – FT Contract

The Ottawa Humane Society is a non-profit, community-based organization and a registered charity. Since 1888, we have been the leading organization providing a safe haven for sick, injured and homeless animals in Ottawa. For more information on the Ottawa Humane Society, visit us at: <http://www.ottawahumane.ca>.

The Manager: Events is responsible for achieving the event goals set by the Ottawa Humane Society (OHS). This is a full time contract position (April 3, 2023 - October 27, 2023). The annual salary range \$ 64,067- \$ 70,736.

Hours of Work – 75 bi- weekly

What would you do?

- Plan, promote, execute and evaluate OHS events
- Develop and maintain relationships with OHS sponsors, suppliers, and select attendees
- Solicit and support community events
- Coordinate the development of and implement the OHS events and sponsorship plans
- Develop written and other materials to support OHS internal and external events
- Supervise and coordinate event staff and contractors
- Prepare and deliver written and verbal presentations including media appearances
- Develop, implement, evaluate and ensure adherence to standard operating procedures within assigned functional areas
- Develop, manage and ensure adherence to department program budgets
- Provide advice and assistance to other managers, directors, CEO, and OHS board and committees required
- Be thoroughly familiar with and assure adherence to pertinent legislation, regulations, contracts, guidelines, OHS mission policies, procedures, plans, and collective agreement
- Maintain a comprehensive knowledge of best practices and trends in event fundraising
- Produce and maintain accurate reports, records and files
- Manage department administrative files and human resources documents and files
- Participate in supervision, evaluation, training and other meetings as required
- Provide training, orientation and supervision for student, volunteer, and work placements as required
- Lead and manage the department staff including the orientation, training, performance management and daily supervision
- Hire, fire and discipline staff in consultation with the Director: Development and Manager: Human resources
- Be familiar and ensure compliance with all health and safety policies and procedures
- Participate in the identification and evaluation of OHS program goals and objectives
- Participate in professional development opportunities
- Participate in public relations and promotional activities as required
- May be required to assume the responsibilities of Senior Manager: Development

What we are looking for?

- A post-secondary diploma or degree
- CFRE an asset
- 4 years relevant experience in development or events (event management preferred)
- Minimum 2 years management or senior supervisory experience of staff and volunteers
- Experience in sponsorship recruitment and fulfillment

- Project management experience
- Proficiency in Microsoft Suite
- Customer relationship management experience an asset
- Full professional proficiency in spoken English and written English is required
- Bilingualism (English/French) is preferred

Essential duties and working conditions:

- Employee may be required to work evenings, holiday and weekend shifts
- Employment is conditional upon maintaining a valid driver's license and access to an automobile
- Employment is conditional upon maintaining confidentiality of OHS information
- Employment is conditional upon the ability to work around all species of animals safely

Individuals are required to be fully vaccinated against COVID-19 as a condition of being hired by the OHS. Medical exemptions and accommodation under human rights legislation are considered under the vaccination policy.

How to Apply: If you are interested in this opportunity and have the above qualifications, please forward your resume and cover letter to the Human Resources via email to careers@ottawahumane.ca.

The Ottawa Humane Society is an equal opportunity employer. The OHS offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by the OHS regarding a job opportunity, please advise prior to the interview if you require accommodation.

We thank all applicants for applying, however, only candidates selected for interviews will be contacted. No phone calls please