

Position Description



Position: Event Coordinator/Manager
Term of Position: Permanent Full Time
Starting Date: October 1, 2018
Location: Ottawa, Toronto, Calgary or Vancouver
Contact: careers@delphi.ca

IMPACT STATEMENT:

Join Leading Change and make a difference.

Leading Change Canada (www.leadingchangeCanada.com) is a Canada-wide network of young sustainability and innovation professionals with the mission to activate young and developing leaders to accelerate change. We bring together young and emerging leaders, aged 19 to 35, to build skills and capacity, form partnerships and take action in the areas of climate change and sustainable development. Our flagship event is the Leading Change Forum, held bi-annually in parallel with the GLOBE Forum since 2004.

You'll be part of a team that includes some of Canada's leading experts in corporate sustainability, climate change, cleantech and innovation, and green economy with **The Delphi Group** (www.delphi.ca) as well as a professional team of event organizers convening world-renowned international events to accelerate the business of the environment with **GLOBE Series** (www.globeseries.com).

We are an organization that lives and breathes our vision: to create a sustainable and socially just future in a generation. If you want to have fun while changing the world for the better – and work for an organization that will support your professional growth and challenge you intellectually Leading Change is the organization for you.

Leading Change is an equal opportunity employer.

POSITION SUMMARY:

The Event Coordinator/Manager will be responsible for coordinating the development and day-to-day activities of a new not-for-profit organization which will aim to accelerate the action of tomorrow's leaders around climate change and sustainability.

The role requires excellent support skills including clear communications, analytical and strategic competencies, and an appetite for taking the initiative around opportunities as they present themselves.

The Event Coordinator/Manager is expected to participate in the company's corporate social responsibility activities and undertake administrative tasks as requested.

RESPONSIBILITIES:

The responsibilities outlined below are representative of the immediate need of the new organization. As the new organization is established and other programming/initiatives or strategic priorities are identified, there is potential for growth and expansion of this role. The candidate will work with the Program Director and organization governance in this regard.

Not-for-Profit Research and Set-up

- Assess market research completed of similar organizations globally, and undertake additional due diligence as needed to establish an effective not-for-profit entity in Canada
- Lead the development of a strategic plan for the organization, along with annual workplan and budget to execute
- Establish the organization's niche positioning and value proposition. Subsequently, develop ongoing programming and services, such as a targeted mentoring program that will be launched in early 2019
- Work with senior management to identify potential board members, define the specific bylaws, governance structure and focus of the not-for-profit organization
- Identifying sources of seed funding (e.g. Foundations, corporate partners, etc.) and then specific sponsorship partners and support and follow up with these
- Reporting regularly to senior management (and/or the Board of Directors once established) on progress towards the strategic plan
- Lead and support projects as required, with the accountability for delivering research and general project support to senior management and the Board of Directors. For example, this might include: undertaking consultation activities including phone interviews, survey development, etc.; preparing the development of reports and key subject briefs, etc.
- Track and complete regulatory requirements to maintain the organization as a not-for-profit entity in Canada.

Event Manager

- Lead the execution of the Leading Change activities surrounding upcoming GLOBE Series events (e.g., GLOBE Capital 2019 and GLOBE Forum 2020 in Toronto and Vancouver respectively)
- Lead the development and implementation of other events carried out throughout the year.
- Manage and coordinate staff and volunteers responsible for putting on these and other Leading Change events
- Lead and engage with other members of the GLOBE Series & Delphi teams to help support youth activation initiatives that form a critical component of initiatives being organized by GLOBE Series/Delphi (e.g. G7, Women Leadership Luncheon Series, etc.)
- Coordinate and participate in fundraise efforts for the organization and specific events and programming in accordance with event-specific budgets
- Take a proactive approach to promoting Leading Change accomplishments and projects through various marketing campaigns, including participation and presentations at related conferences and events

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- Work in close collaboration with marketing team within GLOBE Series/Delphi to develop materials and strategy to market specific Leading Change events/initiatives.

QUALIFICATIONS:

- 3-5 years of management experience, preferably in a not-for-profit
- Experience leading event planning, in volunteer management and in fundraising
- Highly organized self-motivated and goal-oriented with the ability to work within tight timelines and prioritize in a fast-paced environment
- Post-secondary Education in Environmental Studies, Marketing or Business Administration
- Experience in a relationship-based environment
- Customer-service focused with strong interpersonal and communication skills; ability to positively interact with team members, donors and leadership members
- Proven research, strategic and analytical skills
- Ability to multi-task, prioritize and organize with an attention to detail and a standard of excellence.
- Proficient computer skills in Microsoft office
- Flexibility to travel to attend events