



A Career Opportunity

At UNICEF, we work tirelessly to ensure children survive, wherever children's lives are at risk. As part of the UN, we are active in more countries and have saved more children's lives than any other humanitarian organization.

By embarking on an ambitious campaign, we will reach every child, even those in the most remote and hard-to-reach places with the essentials that every child and every family needs to survive. Because no child is too far.

Consider joining us as our:

Events Manager

(Contract from April to Dec 2014, Full Time, based in Toronto)

The Events Manager will manage and produce events for UNICEF Canada including the planning and execution of a minimum of 3 UNICEF Experience events, the UNICEF Canada Annual General Meeting, 7 Domestic Advocacy business meetings, and the national launch of the State of the World's Children Report (and the 25th Anniversary of the Convention on the Rights of the Child).

The focus of these events will be to: 1) Increase awareness of UNICEF's goal and vision; 2) Be the 'first touch' in the development of critical pipelines of affluent Canadians, government partners and corporations, and; 3) Provide stewardship, engagement and cultivation opportunities for Development teams working with high-value donors and prospects.

The responsibilities of the position will include (but not limited to):

Event planning and execution (80%)

- Build off successful UNICEF Experience model to utilize existing tools to respond to the engagement and cultivation needs of the organization for 2014.
- Review event budget, and work with teams to build events for which their budgets can be maximized.
- Successfully oversee and manage all aspects of each event including marketing, venue identification, invitation/RSVP management and day-of logistics.
- Provide briefs and manage process through internal marketing and/or agency, as required.
- Ensure the recruitment and management of volunteers necessary for event success.
- Ensure reporting and analysis through detailed tracking of results and key performance criteria.
- Respond to event inquiries from internal/external contacts providing timely problem solving and accuracy of information disseminated.
- Where an event has a sponsor – ensure sponsor recognition is included where agreed in all marketing collateral.
- Establish and build positive relationships with event vendors and suppliers to maximize available opportunities.

- Act as a UNICEF point person at events.
- Work with senior leadership, executive team or board members as needed to meet cultivation and engagement goals.

Planning & Operations Management (20%)

- Ensure relevant Raiser's Edge database information is updated and accurate with event and donor activities.
- Ensure timely and accurate financial reconciliation of the events.
- Ensure timely and effective tax receipting and letters of thanks.
- Provide weekly and/or timely updates to Director, Marketing.

The ideal candidate will have:

- A university degree or college diploma in a related discipline.
- A minimum of 5 years work experience in fundraising, marketing or event planning in either the public or private sector.
- Superior verbal and written communication skills, including public speaking.
- Excellent computer skills (Microsoft Office).
- A valid driver's license with a vehicle, or access to vehicle.
- English/French bilingualism (an asset).
- Experience with Raiser's Edge (an asset).
- The ability to communicate effectively in a team environment and can lead people, teams, projects and meetings when necessary.
- The ability to be strategic, resourceful and cost efficient in order to drive new initiatives, or enhance existing programming.
- The ability to be detail-oriented and perform complex data analysis.

For consideration, please submit your resume and cover letter to careers@unicef.ca by **Friday, March 28, 2014**. Please attach your cover letter and resume as one document, and reference the title of the position clearly in the subject heading.