

# WINNIPEG HARVEST DEVELOPMENT ASSOCIATE THIRD PARTY EVENTS

## **GOAL & OBJECTIVES:**

As part of the team at Winnipeg Harvest and working with the organization's mission, goals and objectives, policies and procedures, the Development Associate is responsible for assisting the Development Manager and Team in the planning, coordination, recording and delivering of events and/or development of resources for Winnipeg Harvest.

**Reporting Relationships:** Reports to the Development Manager

## **RESPONSIBILITIES:**

- Coordination and implementation of all approved Winnipeg Harvest 3<sup>rd</sup> Party Events
- Development and coordination of new 3<sup>rd</sup> Party initiatives
- Development of and maintenance of year-round 3<sup>rd</sup> Party event plan
- Evaluation of all 3<sup>rd</sup> party event proposals in consultation with the development team
- Coordinates vehicle requirements, equipment deliveries and donation pick-ups for events
- De-brief evaluation of 3<sup>rd</sup> party events
- Preparation of Reports for the Development Manager
- Assists with the coordination, implementation and delivery of the annual Signature Events
- Prepares correspondence related to the Development Team as assigned; Including Thank you letters, Acknowledgements, and Recognition of Support
- Maintains Third Party Agreement contracts, Special Event files and Special Events data base
- Provides accurate, on-going background reports on special events, donor activities and event history as required
- Serves as an on-site contact person for 3<sup>rd</sup> party events when required
- Provides general office duties as assigned (courier/faxing/photocopying/ordering office supplies, etc.)
- Other duties as assigned

## **QUALIFICATIONS:**

- A strong belief in the dignity of all human beings and a positive and caring attitude.
- Ability to work as a team member in a variety of situations with a wide variety of individuals and groups.
- Experience in fundraising activities for not-for-profit or equivalent experience in special events, donor relationships, and or sales is an asset
- Computer literacy (Word, Access, Excel, Publisher, PowerPoint)
- Ability to be a team leader at event-related activities.
- Background in the planning and coordination of events and campaigns.
- Demonstrated organizational, interpersonal and verbal communication skills.
- Ability to multi-task and meet deadlines.
- Possess a current valid drivers' license and a reliable vehicle

## **Hours of Work:**

- 40 hour work week
- Ability to work flexible hours (evenings and/or weekends) on relatively short notice.

**Please submit your resumé by 4pm August 30, 2017 to:**

**Winnipeg Harvest Inc.  
Attention: Colleen McVarish, Development Manger  
1085 Winnipeg Avenue  
Winnipeg MB R3E 0S2**

**Or**

**Email to [colleen.mcvarish@winnipeg Harvest.org](mailto:colleen.mcvarish@winnipeg Harvest.org)**