

Special Olympics Manitoba

Position: Fund Development Coordinator

Accountable To: Senior Manager, Sponsorship and Events

Main Function

With guidance from the Senior Manager, Sponsorship and Events, the Fund Development Coordinator is responsible for assisting with coordinating and supporting fundraising events and fund development initiatives for Special Olympics Manitoba (SOM). This position will contribute to successful event delivery, strong community engagement and positive sponsor, donor and volunteer experiences. This position requires a proactive, adaptable and organized individual who thrives in a fast-paced environment and continually looks for opportunities to enhance established events and engage the community in new ways.

Core Responsibilities

- Support the planning, preparation, delivery and post-event follow-up of SOM fundraising events and initiatives in alignment with the Fund Development annual operating plan.
- Assist with event timelines, budgets, registration, logistics, suppliers, materials and volunteer arrangements.
- Track sponsorship commitments, prize donations and recognition deliverables, maintaining accurate records in SOM's fund development database.
- Assist with sponsor and prize donor communications, acknowledgements, stewardship and fulfillment of sponsorship commitments.
- Support fundraising marketing and promotional activities in collaboration with the Senior Manager, Sponsorship and Events and the Marketing team.
- Assist with post-event activities, including surveys, volunteer follow-up, results tracking and debriefs, identifying opportunities to improve future initiatives.

Required Skills

- Exceptional organizational, planning and time management skills, with the ability to manage multiple projects and deadlines.
- Adaptable, resourceful and proactive, with the ability to thrive in a fast-paced environment, adjust to changing priorities and solve problems.
- Strong attention to detail, accuracy and follow-through when managing event logistics, records and deliverables.
- Creative thinker who identifies opportunities to engage the community and enhance established events.
- Strong written, verbal and interpersonal communication skills, with the ability to work independently and collaboratively with diverse stakeholders.

- Proficiency in Microsoft Office and comfort learning internal systems, databases, and tracking tools.

Preferred Knowledge, Qualifications and Experience

- Post-secondary education in event management, fundraising, business administration, communications or a related field.
- One to three years of experience in event coordination, fundraising, community engagement or a related field.
- Experience coordinating events, working with volunteers, or supporting sponsorships and in-kind donations.
- Experience working with people with intellectual disabilities is an asset.

Additional Requirements

- Knowledge of Special Olympics, amateur sport, nonprofit operations, or the disability community is considered an asset.
- Travel throughout Manitoba as required to fulfill the responsibilities of the position.
- Availability to work occasional evenings and weekends.
- Must have and maintain a Full Class 5 Manitoba Driver's License with a clear Driver's Abstract.
- Must be able to provide a clear criminal record.

The above reflects the major duties and responsibilities of the position and may be amended from time to time to meet the needs of the organization.

Please apply to Sarah Adkins, People and Culture, Special Olympics Manitoba at sadkins@specialolympics.mb.ca