

Director of Events – Job Description

Job Purpose:

As a member of the volunteer Board of Directors, the Director of Events oversees the strategic planning and timely execution of Youville's fundraising events.

Time Commitment:

A minimum of 6-10 hours per month, including attendance at Board meetings.

In addition to the responsibilities of the Director role, Youville Centre encourages its Board of Directors to become a part of the Youville community and the circle of support we provide for our young mothers – Board members are encouraged to attend events at Youville Centre and engage with our staff and students (for example, Holiday Luncheon, Lunch and Learn sessions for our students, etc.).

Key Activities and Deliverables:

1. In the first twelve months in the role:
 - a. develop and lead an Events Committee which will develop and implement a strategy to hold an annual flagship fundraiser and other fundraising events; and
 - b. work with the Board, Executive Director and Youville's Communications and Community Development Officer to develop an events strategy and plan.
2. Chair the Events Committee of the Board.
3. Lead the Board's strategic planning events and event planning.
4. Provide leadership to Board members, volunteers and staff to deliver on events.
5. Attend and provide status reports at monthly Board meetings.

Skills and Knowledge:

- Event management experience
- Ability to complete projects on time and within budget constraints
- Strong organizational skills and high level of attention to detail
- Highly effective facilitation skills within small or large group settings
- Ability to successfully collaborate within team and throughout organization to bring together desired results
- Interest in being an engaged and active participant in the Board and the life of Youville Centre

Please contact mwallace@perlaw.ca with any questions. If you are interested in applying for this role, please submit cover letter and cv on or before Monday, March 23rd, 2015 to mwallace@perlaw.ca.