



CAMP OUCHIGEAS

Job Description: Development Administrator, Events (6 Month Contract)

Camp Oochigeas is a privately funded, volunteer-based organization that provides kids with cancer and kids affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences. Since 1984, Ooch has been providing magical camp experiences to thousands of children affected by childhood cancer. Camp Oochigeas provides on-site chemotherapy and blood work to our camper population during their stay at our 400-acre facility in Muskoka, ON. The Camp also provides year-round programming at The Hospital for Sick Children in Toronto and other pediatric oncology centres across Ontario as well as for children living in the community. Camp Oochigeas has experienced strong strategic growth in the last few years and is offering increased programming in order to better serve our community.

Overall Purpose

The Development Administrator, Events is accountable for the administrative support to Camp Oochigeas events with a major focus on raffles to support Camp Ooch's achievement of its long and short term strategic annual fund development goals. These accountabilities achieve the following:

- a) Leading Camp Oochigeas raffle activities including a season long 50/50 for a GTA based sports team.
- b) Participation in signature and partnership events including, but not limited to Bonfire Bash (August 1), R2//NYC (September 18-23) and other community and partnership events.
- c) The Development Department's vision to advance the profile of Camp Oochigeas to donors, prospects, and other stakeholders to inspire ongoing commitment which will ensure sufficient resources to meet the organizations current and future needs.
- d) Camp Oochigeas' mission of providing kids and families affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching, and magical camp experiences.
- e) The fostering of a donor-centered attitude and culture of philanthropy and donor relationship management throughout the organization in order to maximize fund development opportunities.

Reports to: Senior Development Officer, Events

Start Date: May 2019

End Date: October 2019

Hours & Availability: This position works shifts and will work a considerable number of weekends and evenings as the candidate is required to be at all of the sports team home games including:

- Wednesday, May 22, 2019
- Saturday, May 25, 2019
- Saturday, June 15, 2019
- Wednesday, June 19, 2019
- Saturday, June 22, 2019
- Wednesday, June 26, 2019
- Sunday, July 14, 2019
- Wednesday, July 17, 2019
- Saturday, July 27, 2019
- Saturday, August 10, 2019
- Saturday, August 17, 2019
- Wednesday, August 28, 2019
- Sunday, September 15, 2019
- Saturday, September 28, 2019
- Saturday, October 19, 2019

Specific Accountabilities

1. Raffle Administration (80%)

- a. Provide support to raffle events in collaboration with the Senior Development Officer, Events and serve as the main point of contact for raffle events as assigned.
- b. Lead onsite raffle execution at 15+ sports games in the Greater Toronto Area.
- c. Work closely with a marketing agency to manage staff teams to support the raffle.
- d. Work closely with vendors to manage the technology and event collateral for raffles.
- e. Lead the tracking of raffles in Raiser's Edge and maintaining up-to-date data and meetings.
- f. Lead the raffle license reporting required by the Alcohol and Gaming Commission of Ontario in collaboration with Donor Services and Finance.
- g. Create and oversee training of all raffle ticket sellers, educating them on the raffle process and Camp Ooch mandate.
- h. Develop a program to recruit volunteers to support raffle tickets sales in future years.
- i. Represent Ooch at each home game, promoting our programs and impact to game attendees.
- j. Coordinate various mailings, invoices, thank you letters, and recognition items.

2. Development Team Administration (20%)

- a. Provide administrative and execution support to other Ooch fundraising and engagement events as assigned.
- b. Provide back-up to reception on an ad-hoc basis.
- c. Provide administrative support to Event team as assigned.
- d. Attend and represent Camp Ooch at various community and engagement events.
- e. Support the effective management of storage spaces across the Development Department.

Ethics

Help ensure that the integrity, image, and quality of all programs are consistent with Camp Oochigeas' mission, operating principles and objectives and adhere to the code of ethics of Imagine Canada, the Association of Gift Planners, the *Canadian Code for Volunteer Involvement*, and the *Code of Ethics of the Association of Fundraising Professionals*.

Key Relationships

The Development Administrator, Events works in close collaboration with:

- a) The Director, Strategic Partnerships, Senior Development Officer, Events, Development Coordinator, Events and Development Administrator, Events to support the achievement of fundraising and engagement events.
- b) The Finance & Corporate Services and Donor Services teams to preserve and enhance the integrity and quality of the organization's fund development database, online fundraising platform and reception services.
- c) The entire Development department.
- d) All staff of the organization to achieve best practices in fundraising operations and program delivery.

Experience and Qualifications

Required Criteria

- a) A post-secondary degree or the equivalent combination of education and work experience.
- b) 1-2 years' experience working in fundraising/not-for-profit environment, and/or event logistics and/or in sports.
- c) Excellent skills in Microsoft Office Suite.
- d) Demonstrated ability to contribute to a high performing team.
- e) Excellent interpersonal and communication skills and a demonstrated ability to work effectively with a diverse group of staff and volunteers.
- f) A proven ability to work independently with the flexibility to take on a wide variety of assigned duties and projects.
- g) A demonstrated ability to organize work, set priorities, meet deadlines and work under the pressure of time constraints.
- h) Detail oriented with exceptional organization skills.
- i) Experience using CRM donor database (Raiser's Edge experience advantageous).
- j) Current driver's license and insurability.
- k) Current police reference check with vulnerable sector screening.
- l) Ability to travel to US for work.
- m) The successful candidate must be available to work on the dates specified under 'Hours and Availability'.

Advantageous Criteria

- a) Post-Secondary education in event management and/or fundraising.
- b) Experience with raffles and/or 50/50's in a sport setting.
- c) An understanding of the power of camp.
- d) Demonstrated commitment to volunteerism or volunteer sector.

Personal/Professional Characteristics

Well organized with proven planning and organizational skills; the ability to manage and prioritize multiple projects; respond to multiple requests; enthusiastic; personable with

exceptional interpersonal skills; strong written communication skills; adaptable; diplomatic; attention to detail; able to work in an open office environment.

Particular Working Conditions

In consideration of the population Ooch serves, the Development Administrator, Events is a non-smoker. This position involves considerable evening and weekend commitments and some travel through Ontario and potentially the US.

Physical Requirements

Ability to stand for prolonged periods of time; continuous computer activity; ability to lift up to 50lbs to support event execution.

Equal Employment Opportunity

Camp Oochigeas invites applications from all qualified individuals. Camp Oochigeas is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

Accessibility

Camp Oochigeas provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Accommodation will be provided, on request, to applicants with disabilities to enable their participation in the recruitment, assessment, selection and hiring stages.

To Apply

Please send a cover letter and resume via email by May 8th to the Human Resources Department. Please outline salary expectations in the cover letter. Email: HR@ooch.org

For more information visit www.ooch.org