



EVENT COORDINATOR - Full Time



At **Hospice Simcoe – Seasons Centre**, we provide compassionate care and support to individuals and families facing life-limiting illness and grief. We are seeking an enthusiastic and organized Events Coordinator to help create meaningful fundraising and community engagement events that support our mission and strengthen our connection with the community.

The **Event Coordinator** plans and delivers signature fundraising events while supporting community-led fundraising efforts in a way that aligns with the organization's brand and mission. The role creates an annual events plan, coordinates logistics and promotion with the Donor Relations team and develops clear processes and toolkits to make it easy for supporters to participate. The role will partner with the Donor Relations team to build strong community relationships, creating positive event experiences, and ensuring timely follow-up and appreciation to turn participants into long-term supporters.

GENERAL DUTIES AND RESPONSIBILITIES:

- Plan and coordinate logistics for signature and community-led fundraising events to achieve fundraising objectives
- Solicit and secure event sponsors, donors, and ticket sales
- Prepare sponsorship proposals and follow up recognition plans
- Build and maintain strong relationships with sponsors, volunteers, and community stakeholders
- Serve as the primary point of contact for community and third-party fundraisers, ensuring alignment with brand and compliance guidelines
- Develops, maintains, and continuously improves community fundraising toolkits, templates, and processes
- Coordinates post-event acknowledgements, and recognition in collaboration with the Donor Relations Coordinator and Communications Coordinator

VOLUNTEER AND COMMITTEE LEADERSHIP:

- Oversees volunteer committees for key events
- Ensures volunteers are thanked, recognized, and retained for future engagement
- Identifies volunteer needs to support events and collaborates with Volunteer Coordinator to identify appropriate volunteers
- Provide orientation to the volunteers as to their role for the event(s)

TEAM COLLABORATION:

- Coordinates closely with Communications and Brand & Creative on promotion, materials, and sponsor recognition.
- Partners with the Giving Administrator on processing, lists, and reporting to ensure a seamless donor experience.
- Collaborates with Volunteer Coordinator to identify volunteers for events

SKILLS AND QUALIFICATIONS:

- 5+ years of experience in fund raising and events and/or relevant academic background
- Proficient in Microsoft Office Suite, donor database use
- Event and project management; detailed planning and calm execution
- Ability to manage multiple concurrent timelines and stakeholders
- Ability to establish and maintain positive relationships with fundraising volunteers, local businesses, service clubs and individual donors

WORKING CONDITIONS:

This position requires flexibility in working hours, including evenings and weekends, to meet event and community engagement needs. The role involves working at various organizational sites as well as off-site community locations, depending on event requirements.

Occasional travel within the community will be required.

APPLICATION DEADLINE:

All interested candidates please submit a cover letter and resume to the attention of Human Resource Manager by:

Wednesday, June 24, 2026 at 12:00pm

to email: connie@hospicesimcoe.ca

Hospice Simcoe – Seasons Centre is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness and welcomes applications from qualified individuals of diverse backgrounds. We are committed to providing barrier-free and accessible employment practices and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise if you require Code-protected accommodation and we will work with you to meet your needs.

Applications may be reviewed using automated screening tools that help assess candidate qualifications.