

**Title: Events and Fundraising Coordinator**

Job description: Permanent full-time position

The One Drop Foundation doesn't just offer you a job, we invite you to be part of something extraordinary. We're looking for people who are not only motivated by their career aspirations, but also passionate about making a significant impact on the world.

Would you like to join a Foundation recognized for its mission and impact around the world? Welcome to the ONE DROP Foundation!

The ONE DROP Foundation is looking for a Coordinator, Events and Fundraising to support the Operations team in the realization of various international event projects. Reporting to the Director of Operations, Events and Sponsorships, and working in close collaboration with project managers, you'll set up and coordinate the operational aspects of special fundraising and sponsorship initiatives.

Why choose us?

The ONE DROP Foundation is an ambitious and dynamic non-profit organization created in 2007 by Guy Laliberté, founder of Cirque du Soleil, which works to ensure that everyone has access to water, today and forever.

Our Team

Such an ambitious mission calls for extraordinary actions by exceptional people. Breaking new and inspiring ground, our people seek to turn the challenges they face into opportunities. Are you one of these leaders? Does your energy, passion and determination motivate and inspire those around you? Join our team of exceptional people!

Main responsibilities

- Under the supervision of the Director of Operations and in close collaboration with project managers, implement and coordinate operational aspects of special fundraising and sponsorship initiatives
- Follow up on correspondence with various fundraising event stakeholders and help maintain good relations with them (partners, suppliers, donors, sponsors and internal departments).
- Contribute to the production of written content (descriptive text, communication with donors, partners and potential buyers)
- Conduct research and follow-up to obtain, organize and draft documentation required for strategic analysis of projects under development
- Develop and maintain various support tools for the Events & Sponsorship department

Loyalty and recognition

- Develop and maintain master documents for tracking prospects and confirmed lot donors



- Contribute to the retention of selected partners
- Follow up on the collection of pledges of goods and funds

Operations

- Coordinate logistical aspects of international events to ensure smooth operations.
- Maintain operational links with internal departments (International Programs, Communications, Finance, Philanthropy, Legal).
- Participate in improving the coordination of day-to-day operations of the marketing and events department
- Make travel reservations and coordinate travel for team members

Administrative

- Ensure administrative follow-up and update of operations files
- Coordinate the processing of invoices and payments receivable for the department, and follow up as appropriate with the finance department
- Support team members in administrative matters and follow-up with suppliers
- Coordinate the receipt and dispatch of mail and parcels for the department via the various postal services
- Plan team meetings and take notes for meeting minutes
- Perform all other related tasks

Your experience

- At least 5 years' experience in a similar position in a team environment
- Superior writing skills in French and English
- Experience with philanthropic teams or in the field of events, an asset
- Experience or interest in working with organizations with a social mission

Your qualifications

- College or university degree in a field relevant to the position
- Bilingualism in French and English, both written and spoken, knowledge of Spanish is an asset
- Strong writing skills in French and English
- Proficiency in Office suite software and tools (Outlook, Word, Excel, PowerPoint, SharePoint)
- Training or skills in graphic design and use of Photoshop and Illustrator an asset

We are looking for a friendly person who shares our values

- Rigor, autonomy, organizational skills and resourcefulness
- Ability to handle several projects at once and work to tight deadlines
- Ability to work as part of a team, under pressure and in a fast-paced environment
- Excellent interpersonal skills and ability to establish relationships of exchange, partnership and collaboration with various stakeholders and internal departments
- Ability to manage priorities effectively
- Proactive attitude, leadership and initiative



- Availability and flexibility

Good to know ...

- The workplace is the One Drop Foundation office located at 8400 avenue du Cirque, Montreal, H1Z 4M6
- Possibility of telecommuting in accordance with the current Telecommuting Policy
- When conditions permit and/or as needed, the position requires international travel (less than 10% of the time)

At ONE DROP, we take care of our employees

- Flexible working hours and the possibility of telecommuting
- Group insurance (drug, medical, vision, dental, travel, disability, life)
- Group RRSP after 6 months on the job
- Telemedicine platform providing access to online health specialists
- Employee assistance program (access to confidential consulting services)
- Social committee and group activities
- Equity, diversity and inclusion committee
- Summer schedule

The One Drop Foundation is committed to ensuring a diverse and inclusive workplace, offering equal opportunities to all. We make every effort to attract and retain the best candidates, regardless of age, skin color, origin, religion, sex, gender, sexual orientation, gender identity or any other characteristic. It is based on the principle that everyone benefits from a welcoming and diverse workplace.

To apply, send your CV and cover letter to contact@ONEDROP.org

Thank you to all applicants. Only selected candidates will be contacted.