



**Coordinator, Corporate and Community Development
Alberta & NWT Division
(Contract, 35 hours)**

Canada has one of the highest rates of multiple sclerosis in the world, making MS Canada's disease. The MS Society of Canada is the country's leading MS advocate, funding leading research in MS and programs & services that help people live well with the disease.

The Coordinator, Corporate and Community Development supports the development and day-to-day operations and execution of Edmonton fundraising events. The Coordinator is responsible for coordinating the corporate team program in Edmonton. The coordinator is responsible for increasing the number of individuals on existing corporate teams by concentrating on and cultivating these teams. The coordinator identifies new corporate partners as well as supporting the communities with development of and strengthening of family and friends' teams. This position is also responsible for I Challenge events in Edmonton region. In addition, the Coordinator organizes local fundraising events like MS Whisky and MS Rum as well as MS Golf in Edmonton. This position is also important for identifying sponsorships.

This position is a position of trust. The incumbent will be required to complete the screening process including completion of appropriate background checks in compliance with the National Screening Measures Policy.

Key Areas of Responsibility:

Marketing and Recruiting of Corporate Teams

- Implements and supports corporate teams for Bike (Leduc and Hinton), Edmonton Walk and St. Albert Walk.
- Helps develop corporate team marketing plans and timelines for The MS Walk, MS Bike, MS Whisky and Rum and MS Drive Fore a Cure Golf Tournament in partnership with the fundraising team.
- Leverages existing relationships with AB Sponsors and works closely with the Director, Corporate Relations.
- Recruits the maximum number of participants at events by executing relationship management plan
- Works collaboratively with Walk and Bike Managers on team initiatives.
- Supports the Corporate Breakfast to recruit new teams to the events.
- Identifies new corporate partners and makes calls and presentations to prospective captains.
- Attends and assists third party fundraisers put on by teams and I Challenge events.

Relationship Management

- Cultivates relationships and provides excellent customer service for corporate teams, team captains and top fundraisers through regular communications
- Leverages existing relationships with AB sponsors
- Helps create goals and expectations for the department
- Registers Team Captains, members and maintains information in databases

Logistics

- Helps organize and execute the logistics schedule of the MS Drive Fore a Cure Golf Tournament. Works with volunteer committees to identify potential new teams
- Helps organize several team initiatives, including pub nights, corporate breakfast, team captain bike rally and other team events
- Helps with the marketing and logistics of the Edmonton Rum Festival and Edmonton Whisky Festival

Support Fundraising Events

- MS Walk - Edmonton
- MS Walk – St. Albert
- MS Bike – Leduc to Camrose
- MS Bike – Hinton
- MS Drive Fore a Cure Golf Tournament
- I Challenge MS Events (3rd party)
- Other events as assigned

Qualifications:

- Preferred university or college degree.
- Experience in sales, marketing and/or public relations is an asset
- Experience working with volunteers and volunteer committees is an asset
- A valid driver's license and access to a vehicle is required
- Strong leadership and interpersonal skills
- Excellent organizational and communication skills including verbal, written and presentation
- Well-spoken with excellent telephone manners
- Ability to prioritize and multi-task items at differing stages of completion
- Ability to maintain confidentiality at all times
- Experience on Microsoft Word, Excel, PowerPoint, and Microsoft Outlook Email
- Self-motivated, including an ability to develop goals and objectives as well as work with minimum supervision
- Demonstrated budget development and administration skills
- Strategic planning experience
- Excellent facilitation skills
- Excellent training and development skills
- Superior customer service skills
- Ability to take initiative and practice good decision-making
- Ability to be flexible and respond to a diverse workload
- Willingness to volunteer/participate at special events

Special Considerations:

- Primarily office environment. Travel to visit team captains and sponsors throughout Edmonton.
- Travel will be required, mostly throughout Alberta
- Physical demands of special events including packing, lifting, carrying and loading
- Constraints of weather elements at sites during special events

Location: Edmonton, AB

We are working to create a world free of MS. If you too are passionate about the work we do, we invite your expression of interest and resume submission to:

Alison Hagan

Director, Development

Multiple Sclerosis Society of Canada

Email: Alison.Hagan@mssociety.ca

Application Deadline: March 16, 2020

Please note:

- ***Applicants must include a cover letter and state salary expectations within their application in order to be considered***
- Applicants must be legally entitled to work in Canada to be considered for this position

The MS Society has a team of dedicated professionals who share a common goal. We strive to be an employer of choice and provide a working environment that values diversity, teamwork, and professional development.

The MS Society of Canada embraces diversity and encourages all qualified applicants to apply.

More information about the MS Society is available at www.mssociety.ca.