



Position: Coordinator, Events
Employment status: Maternity Replacement, Full-Time (35 hours per week)
Location: 700-5100 de Maisonneuve Blvd. West, Montreal, QC

The MUHC Foundation is seeking a dedicated and motivated Coordinator to join our dynamic Events team as a Maternity Leave replacement. This position is essential in the planning, coordination, and execution of a diverse range of fundraising events, including signature events, grassroots efforts, third-party activities, and online campaigns. Reporting to the Director of Events, the Coordinator, Events is pivotal in ensuring the smooth and successful execution of all event-related tasks.

KEY RESPONSIBILITIES

- Coordinate and manage tasks and logistics related to the planning and execution of fundraising events.
- Project manage all events on Monday.com
- Maintain and update the event donor database with accuracy.
- Maintain and update the Foundation's master calendar of events.
- Design and create graphic and marketing materials to support event promotion.
- Provide on-site support during events, ensuring all aspects are executed smoothly.
- Track and process donations related to events, both online and offline.

PERFORMANCE STANDARDS

- Develop and maintain constructive relationships with MUHC Foundation staff and the broader team.
- Implement action plans to meet the evolving needs of the Foundation.
- Prioritize multiple requests efficiently and work independently.
- Navigate online platforms with ease (project management platform, registration systems, databases, websites, and other auction/streaming platforms).
- Promote a respectful and collaborative work environment.



QUALIFICATIONS

- Post-secondary education or equivalent experience.
- Proficiency in French, spoken and written.
- Strong organizational, communication, and interpersonal skills.
- Ability to work autonomously, quick learner, and respect strict deadlines
- Impeccable attention to detail and the ability to multitask in a fast-paced environment.
- Discretion when handling confidential information.
- Experience with online fundraising platforms (e.g., AKA Raisin, Blackbaud), project management tools (e.g. Monday) and donor databases (CRM) is an asset.
- Proficiency in Microsoft Suite (Word, Excel, and PowerPoint).

APPLICATION PROCESS

We appreciate your interest in the MUHC Foundation. All applications will be reviewed, and only those selected for an interview will be contacted.

To apply, please send your CV and cover letter via email to:

Michelle Falardeau: michelle.falardeau@muhc.mcgill.ca