



**United Way**  
For a Better Winnipeg

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Through United Way, people and organizations from across our community work together for a better Winnipeg.

## Events Manager – Term

**Start date: July 24, 2017**

**End date: September 21, 2018**

Amazing events don't happen without amazing people!

The Events Manager will work as part of a team that is responsible for the overall conceptualization, development, and execution of United Way activities and events. The successful candidate will ensure that all events are effectively planned and executed, and that appropriate external and internal support resources are in place. Specifically, s/he will:

- Work with the Vice President, Marketing to determine internal project needs and requirements
- Provide leadership and support with respect to event planning to all areas of the organization
- Create detailed proposals for all events, including timelines, venues, vendors, staffing, and budgets
- Identify and secure speakers, special guests, and/or entertainment for each event
- Apply a consistent event planning, implementation and evaluation framework that is focused on financial management and accountability
- Ensure that all details relating to the event are successfully implemented
- Provide excellent support of our attendees and guests
- Consider market, outcome and positioning research, planning related to segmentation, monitoring of stakeholder supports and ongoing brand evaluation and analysis in the development of event plans

You are a detail oriented, hands-on event planner who is proactive and client service oriented and able to work on multiple projects simultaneously. You are a team player and you also possess the following attributes:

- Relevant post-secondary degree/diploma and two-four years of experience supporting and/or coordinating events. Experience in a fundraising environment would be an asset
- Strong project management skills combined with excellent attention to detail and problem solving abilities
- Dynamic and outgoing personality combined with the ability to collaborate closely with staff and volunteers
- Exceptional interpersonal and communication skills
- Ability to learn and thrive in a dynamic, fast-paced, changing environment and manage several tasks simultaneously

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Please forward cover letter (indicating the role and where you saw the position advertised) and résumé by Tuesday, June 20, 2017 directly to:

**Cindy Stephenson, Director, Organizational Development**

United Way of Winnipeg

580 Main Street, Winnipeg, Manitoba R3B 1C7

Fax: 204-453-6198

Email: [careers@UnitedWayWinnipeg.mb.ca](mailto:careers@UnitedWayWinnipeg.mb.ca)

Visit [UnitedWayWinnipeg.ca](http://UnitedWayWinnipeg.ca) for more information