**Job Title: Chair, Promotional Events**

**Reports to: Director, Friends of the Games**

**Portfolio: Friends of the Games**

**Scope of Position**

The Chair of Promotional Event will support the Director with determining, planning, implementing and execution of promotional projects that align with the mandates of Airdrie 2020. Where Promotional Events have already been established, the Chair will provide any event planning and management to the project.

Term: Sept 2018 – Feb 2020

**Key Competencies**

* Planning and organizing
* Communication
* Teamwork
* Networking and relationship building
* Resource and fiscal management
* Adaptability/flexibility

**Responsibilities**

Key Responsibilities:

* Fundraising
* Identify and develop corporate, community and individual prospects for the organization's fundraising priorities
* Identify and develop a strategic fundraising plan based on the organizations timelines ensuring ethical fundraising principles
* Oversee the planning and execution of special fundraising events as specified in the fund development plan to generate funds for the organization
* Oversee a volunteer committee for stewardship activities and events that are used to steward current donors and sponsors.
* Expand community awareness and support revenue growth through arranging community displays and speaking engagements – schools, community groups
* Develop strategies to strengthen business/community relationships to support fundraising opportunities and increasing Airdrie 2020’s community presence

**Qualifications**

* Minimum one-years progressive experience in fund development in a not for profit setting.
* Be self-motivated and goal oriented.
* Experience and demonstrated success in event management and hands on implementation of successful fundraising events.
* Ability to deal with donors, sponsors and the public, in person, on the phone and through email.
* Experience in developing and working with volunteer boards.
* Confident public speaker with the ability to engage donors, volunteers and community organizations.
* Superior communications, interpersonal, writing and organization skills.
* Established relationships with Airdrie and area business community an asset.

**Physical Demands**

* Manual dexterity required to use desktop computers and peripherals.
* Walking and standing for extended periods of time.
* Occasional heavy lifting between 10 lbs to 30 lbs.
* Ability to work in a loud environment.
* High-stress, fast paced environment.