



## **Job Ad - Join our team as a Sponsorship and Events Coordinator (Winnipeg, MB)!**

Are you passionate about creating meaningful events that make a difference?

We're looking for an energetic and detail-oriented professional to coordinate our fundraising events from start to finish — planning, preparation, execution, and wrap-up!

### **Highlights:**

- Maintain and reconcile event budgets
- Actively looking for new sponsorships
- Build strong stakeholder relationships
- Support event committees by preparing agendas and organizing meetings
- Gather information and quotes on suitable venues and event expenditures
- Support and assist in building a marketing plan for fundraising events
- Manage event inventory and event signage
- Exceptional organizational, multitasking, and communication skills
- A collaborative team player with strong attention to detail
- Demonstrates the values of empowerment, excellence, respect, diversity and inclusion
- 3-5 years' experience in event planning and fund development
- Experience working with people with an intellectual disability would be an asset
- Must have and maintain a Full Class 5 Manitoba Driver's License with a clear Driver's Abstract

Please apply to **Sarah Adkins** at [sadkins@specialolympics.mb.ca](mailto:sadkins@specialolympics.mb.ca). Only suitable candidates will be contacted. Thank you, and we look forward to connecting soon.