

Event & Tour Manager

Status: 0.6 FTE, Part-time Permanent Position

Reports To: CEO

Supervises: Interns and volunteers as needed

Relationships: Works closely with other employees, donors, volunteers, suppliers/vendors and board members

Salary: \$50k-\$70k FTE

The Opportunity

“Powering entrepreneurs to end poverty,” iDE is an innovative international nonprofit organization that believes in the power of entrepreneurship to solve the world’s hardest problems. Our market-based approach transforms donor support into real and lasting change for millions of people.

iDE Canada engages individuals, businesses, foundations and government in iDE’s mission, connecting Canadians to iDE’s impact around the globe. While not a household name in Canada, iDE has a compelling approach that particularly appeals to the entrepreneurially-minded and those who “think different” about philanthropy.

Our Canadian constituency is strongly rooted in the Mennonite community and our board includes founding members of the organization. In each of the past five years, iDE Canada has raised over \$1M in donations, along with \$2-3M annually in government support to projects in Asia, Africa and Latin America. For every dollar spent on our program, we commit to generating at least \$10 in new income for those who need it most.

Donor events and tours are a significant opportunity to inform and engage supporters, and introduce newcomers to iDE’s mission and work. We hold an annual fall fundraising gala in Winnipeg, with around 400 guests. In addition, we hold smaller events through the year and support champions holding their own events. We have not had a formal tour program, but the Event and Tour Manager will lead the development of tours as a new opportunity for people to connect more deeply with iDE’s work.

If you are a creative, energetic person who can manage the small details as well as the big picture, this is an exciting opportunity.

Position Summary

The Event & Tour Manager plays a key role in donor prospecting, cultivation and stewardship, working closely with the Senior Fund Development Manager to manage donor engagement events and tours. Events are a key venue to strengthen existing donor engagement and introduce new people to the iDE story. Tours are our most powerful means of turning donors into champions.

Each year, iDE Canada holds a major fundraising gala in Winnipeg, along with satellite events and other smaller events at other times of the year. Tours have been an ad hoc feature to-date, but we want to make this a more regular feature.

Essential Duties and Responsibilities

Event Management

- Convene and lead event committees to plan and coordinate event execution;
- Working closely with the fundraising team, Fundraising Chair and volunteers, lead and manage event planning and execution;
- Take lead responsibility for booking and delivery of all key program elements;
- Develop and deliver all required communications materials;
- Track and manage all donor and event details in Salesforce CRM;
- Provide regular updates to board and staff on sales progress and responsibilities;
- Ensure full event follow-up for optimal donor engagement;
- Recruit and organize event volunteers;

Tour Management

- Work with the fundraising team to identify priority tour opportunities – the tourists, destinations, themes and outputs;
- Coordinate with the fundraising team and in-country counterparts to develop tour itinerary and book logistics;
- Liaise with tourists on all logistical matters (tickets, accommodations, itinerary, etc.);

- Develop and deliver tour orientation packages;
- Plan and implement tour engagement tools and outputs (video, other documentation, etc.)
- Liaise with local counterparts and service providers to facilitate fun, tour-adjacent activities;

Behaviour and Skills:

As the Event & Tour Manager, you:

- Are committed to iDE's mission and approach to solving poverty.
- Are customer-focused. You get a kick out of resolving issues for donors and ensuring that every interaction leaves them feeling valued and positive about the organization.
- Love organizing events! You don't get overwhelmed with the details and pressures of production; rather, you thrive on it and your enthusiasm and positivity is infectious.
- Pay attention to the details. You notice what is missing in the plans, always asking, "what could possibly go wrong here?" helping you to quickly identify possible issues and resolve them before they become a problem.
- Are a positive problem solver. Regardless the preceding bullet, problems will arise. You pitch in to support your teammates and are always on the lookout for ways to help the team work smarter and more effectively.
- Get stuff done. You drive for results, using your initiative to solve problems and your judgement to seek guidance and help.
- Are ready to take leadership, working with a small team. You are able to manage competing priorities and create clarity when faced with ambiguity or uncertainty.
- Embody an attitude of possibility and lead others to embrace this orientation as well.
- Hold yourself and others to a high standard for ethical behaviour and business practices.
- Are self-confident, not fazed by tough questions or criticism, open to feedback and coachable.

- Have well-developed written, oral, interpersonal, and communication skills, with a high level of sensitivity for professionalism, propriety and confidentiality.
- Exhibit cultural sensitivity, empathy, and integrity. These qualities are critically important to be able to engage a wide range of stakeholders from a variety of backgrounds and cultures.

The position requires flexibility and may occasionally involve evening and/or weekend work, and some travel.

How to Apply

Please send your resumé and cover letter to hr@idecanada.org

Deadline for applications is **Friday, March 17, 2023**.