

## **VOLUNTEER AND EMPLOYEE GIVING COORDINATOR**

Full Time Employment Opportunity

Reporting to the Management Supervisor, Total Rewards, the Volunteer and Employee Giving Coordinator is responsible for the administration, coordination, recruitment, promotion, implementation, and evaluation of Manitoba Liquor & Lotteries' (MBLL) Volunteer and Employee Giving projects. This position is designed to foster a culture and reputation of corporate and employee caring associated with volunteerism, philanthropy, fundraising, and giving efforts and to enrich the lives of Manitobans.

### **Duties:**

- Manage the fulfillment and administration of day-to-day Volunteer & Employee Giving Programs including to plan, assess, coordinate, recruit, place and schedule, orient, evaluate, and recognize.
- Inspire, motivate, and support a portfolio of caring and compassionate employees who demonstrate civic responsibility and foster a corporate culture of caring to enrich the lives of Manitobans.
- Increase awareness and engagement across program activities by coordinating, executing, and supporting engagement & marketing activities.
- Identify and work collaboratively with the program team on program development, including researching related programs and services, monitoring industry trends, supporting the annual budgeting process, and fulfilling obligations and compliance (risk management, records management, privacy, safety, and health, etc.).
- Support the development and implementation of community engagement strategies in line with best practices and industry trends.
- Prepare and execute event/opportunity plans (recommendations, project/event plans) including detailed logistics, fulfilling corporate obligations, needs, and risk assessments, communication plan (content and creative designs), promotional material, event budget, etc. for approval.
- Receive and perform an initial review and assess potential opportunities to determine corporate suitability including supporting alignment with corporate and employee interests, enhance corporate culture and community impacts, and increase corporate profile for program approval.
- Measure, analyze and utilize tactics to best achieve Key Performance Indicators.
- Assist with the compilation and generation of program reports including requests from other internal departments within privacy guidelines.
- Respond to internal and external front line program inquiries, support requests and communicate with employees on a range of program topics.
- Collaborate and foster positive relationships with key internal and external stakeholders to identify potential opportunities and event coordination in support of the organization's 5C value.
- Prepare, execute, and maintain various marketing and communication materials/intranet following standardized program communication tactics in consultation with the Volunteer and Employee Giving team, Corporate Communications and Marketing.
- Lead program component including MBLL staff and Volunteers on event day at corporate-driven activities including volunteer opportunities and workplace giving campaigns when required.
- Attend meetings and provide regular program status updates as required.

### **Primary Qualifications:**

- A diploma in non-profit/volunteer management, communications, human resources, marketing, or a related discipline, or a combination of education, experience, and volunteerism may be considered.
- Completion of the Certified in Volunteer Administration (CVA) professional designation or equivalent. If not completed, must be acquired while in the role within two years of hiring. Once acquired, must be maintain for re-certification.
- A minimum of two years' experience in volunteer program management and event planning.
- Passionate, enthusiastic individual with a positive attitude, exemplary customer service and stewardship with giving programs to engage employees and to make an impact in the community.
- Demonstrated application of professional standards and best practices in program delivery.
- Proven ability to set up and accomplish goals and objectives and can manage time and establish priorities with minimal direction in a fast-paced, evolving work environment.
- Demonstrated exceptional and effective verbal and written communication, interpersonal and customer service skills.
- Strong analytical and organizational skills.
- Problem solver and have excellent attention to detail, accuracy, and thoroughness.
- High level of flexibility, good judgement, resourcefulness, and initiative.
- Proficiency in Microsoft 365 (Word, Excel, PowerPoint, TEAMS, OneDrive, and Outlook).
- Ability to use and maintain volunteer management & donor relations databases.
- Familiarity with graphics software and website content management systems – Adobe Photoshop, CANVA, WordPress, etc.
- Continuous on-the-job learning is required to stay current with changes in the industry.
- Ongoing and demonstrated active community involvement and volunteerism.
- Have and maintain a valid Manitoba Class 5 Driver's License and reliable vehicle. May be required to drive corporate vehicles (i.e. minivan).

### **Secondary Qualifications:**

- Formal designation in Event Management or Event Coordination through the Canadian Tourism Human Resource Council is considered an asset.
- Supervisory/leadership experience is an asset.
- A minimum of two years of coordinating community giving and engagement activities in an employer-supported, publicly responsible setting is considered an asset.

*\*\*\*Testing may form part of the screening/selection process. Employment Equity will be a factor in the recruitment process. Circumstances may arise where the bulletin may need to be withdrawn or the number of positions may need to be increased.*

**Salary:** \$26.09-\$32.12  
**Bargaining Unit:** CUPE  
**Location:** Buffalo Place

Individuals should apply by completing our online application form at [www.mbll.ca/jobs](http://www.mbll.ca/jobs) or by submitting a resume and application to [careers@mbll.ca](mailto:careers@mbll.ca)

**All applications are due by January 26, 2023.**

*We thank all interested applicants, however, only those selected for interviews will be contacted.*