



Advancing care for better lives – that’s what we do! Calgary Health Foundation is a community-based charity that raises funds to advance health care. Established in 1996 to unite donors, hospitals, health care providers, and community partners with the ambitious aim of revolutionizing health outcomes, together we continue to transform lives by establishing extraordinary health programs — early stroke intervention, a world class urology clinic and brain institute, precision neonatal care, and advanced trauma centres. Through collaboration, unrelenting persistence, and a sharp focus on care, wellness, and research, we are unyielding in our efforts to ensure Calgarians receive the most progressive health care in the world — because our loved ones and yours deserve nothing less.

Are you wanting to make a meaningful impact on people’s lives by ensuring everyone gets the highest quality health care? **Do you have a passion for managing and leveraging events for organizational success?** If yes, **connect with us today!**

THE OPPORTUNITY: SENIOR ADVISOR, EVENTS

As the Senior Advisor, Events, you will develop and implement an events management strategy for the Foundation in partnership with the Director, Community Engagement & Donor Relations. This will include coordination of the Foundation’s mandate, budget, contacts and stakeholders for successful outcomes.

Key accountabilities of the role include:

- **Events management**, including the development and implementation of strategies to leverage available resources.
- **Develop and manage relationships** with vendors, potential vendors and other stakeholders, to support successful events outcomes.
- Work closely with the Director, Community Engagement & Donor Relations and the Senior Advisor, Volunteer Management to **leverage resources to implement the Foundation’s events plan.**
- **Support the development and implementation of the events budget** aligned with the Foundation’s strategic plan.
- **Recommend vendors** for Foundation events.
- Ensure Foundation events **comply with insurance, health and safety standards.**
- **Socialize Foundation events with the team** to ensure maximum awareness and/or participation.

THE IDEAL CANDIDATE

The ideal candidate has experience in event management or a related field, designing events that achieve desired results. They will have exceptional oral and written communication skills and strong organizational and planning skills to coordinate stakeholder activities, as well as the ability to multitask to effectively and efficiently move from one activity to the other.

Additional qualifications:

- Bachelor's degree in a relevant field (e.g., communications, public relations or hospitality management)
- A minimum of 5 years' experience in an events coordination role, preferably within the nonprofit or charity sector.

If this sounds like you, please apply:

- via LinkedIn (preferred): [Senior Advisor, Events | Calgary Health Foundation](#)

OR

- by email in confidence to delcie.eldred@calgaryhealthfoundation.ca.

ADDITIONAL INFORMATION

It is expected that the starting salary for this position will be \$80,000 to \$90,000 aligned with the successful candidate's experience and skill set.

For more information about the Calgary Health Foundation, please visit www.calgaryhealthfoundation.ca, or find us at yyc_health and calgaryhealthfoundation on X (formerly Twitter) and other social media respectively.