



**Special
Olympics**
Ontario



**JOB POSTING
FUND RAISING AND EVENTS MANAGER
ONTARIO LAW ENFORCEMENT TORCH RUN**

The Ontario Law Enforcement Torch Run (Torch Run) is the largest public awareness and grassroots fundraising organization for Special Olympics Ontario. The Torch Run is the official 'charity of choice' for the Ontario Association of Chiefs of Police and have been an active partner of Special Olympics Ontario since 1987.

The Torch Run hold a number of year-round fundraising and awareness events in communities across Ontario. The Torch Run is an event in which law enforcement officers run the Flame of Hope into an Opening Ceremony at local, regional and provincial competitions. Over the years this has grown to include a wide range of fundraising events in communities throughout Ontario. Today, Torch Run volunteers raise funds for Special Olympics through polar plunges, endurance and marathon events, motorcycle rides, Truck Convoy and much, much more! Since the beginning, the Torch Run has evolved into a fundraising juggernaut raising over \$40 MILLION for Special Olympics Ontario.

THE ROLE:

Reporting to the Director of Development, and in collaboration with the Torch Run Operations Committee, the Manager will provide leadership and guidance to Torch Run Coordinators and volunteers as they organize events and deliver fundraising campaigns. The job entails working alongside 70 law enforcement agencies who volunteer their time for the cause across the province.

THE TORCH RUN MANAGER'S MAJOR RESPONSIBILITIES:

Raise funds and public awareness for the Torch Run and Special Olympics Ontario

- Increase revenues and elevate Torch Run's profile in the Province through our established events and campaigns and new events and fundraising initiatives.
- Work closely with 70+ law enforcement agencies, communities and media partners with a strong focus on development and enhancement of funds
- Work directly with the OACP Executive and Provincial Operations Committee and coordinate and administrate the project management plans for fundraising campaigns
- Establish and monitor LETR annual budget and financial oversight of the Torch Run program in conjunction with the administrative and management staff of Special Olympics Ontario

Act as the logistics and communications point person

- Liaise directly with Zone and Area Coordinators from 70+ Law Enforcement Agencies to ensure all parameters are in place for events such as; website creation, insurance, shipping and receiving of event materials, supplies and social media campaigns
- Conceptualize, plan and execute provincial workshops, regional meetings across the Province.
- Oversee and manage 5 corporate websites and handle all logistical, communication plans and social media campaigns for all Torch Run events.
- Problem solve, collaborate and adapt supports to meet the needs of the volunteers raising funds through the various law enforcement agencies.

THE TORCH RUN MANAGER WOULD:

- Have strong event and project management skills
- Be experienced at fundraising and events management,
- Have at least 3 years working knowledge
- Be experienced working closely with people in small and large group settings
- Have the ability to work a flexible work schedule including evenings and weekends
- Be able to travel frequently to events all over Ontario
- Be a confident and capable public speaker
- Have a strong commitment to the charitable sector
- Have a college or university education and related marketing and fundraising certification
- Benefit from verbal and written fluency in French

YOU HOLD A REPUTATION AS ONE WHO IS/HAS:

- An exceptionally organized person with an ability to work on many campaigns and projects
- Comfortable leading interactions with sponsors, donors, and community groups
- Always looking to maximize opportunities for awareness, fundraising, charity advocacy, and donor generation
- Excellent written and oral communications skills
- An ability to be motivate others and work well with small and large groups
- A strong inclusive mindset towards others
- Earnest to learn and grow in your commitment to be your very best self

ABOUT SPECIAL OLYMPICS ONTARIO

Special Olympics is a global movement that unleashes the human spirit every day around the world through the transformative power and joy of sport. Through programming in sports, health, education and community building, Special Olympics is tackling the inactivity, stigma, isolation, and injustice that people with intellectual disabilities face. Our work goes far beyond sports events, driving social change that enables full social participation for people with intellectual disabilities. In Ontario our approach is to deliver high-quality training and competition in an inclusive culture through our many sport programs, and with Unified Sports which allows for people with and without intellectual disabilities to play on the same field. We offer 17 plus Olympic-style individual and team sports that provide meaningful training and competition opportunities for athletes ranging in age from 2 to 99! Today we have 26,000 athletes registered and some 12,000 volunteers and yet we have just begun.

In 2019, the Torch Run raised \$3.3 Million for Special Olympics Ontario and we are looking for a fundraising and event manager to help us climb back to that level! Are you up for the task?

FINAL WORD

We optimize our communication, collaboration and generally, the way we work in this new hybrid remote and office in-person standard. We offer flexible working hours, together we'll determine a schedule that fits your style and the requirements of your role.

We provide our employees with competitive compensation, great health benefits, and personal development planning. Our work is rooted in authenticity, courage, empathy, and simplicity. We use these values to create a culture that encourages success for the charity, pride in our outcomes and results, career progression, and impact to our investment – Special Olympics athletes.

Special Olympics Ontario is an equal opportunity employer. In fact, diversity is what drives our success – it's at the core of how we hire, communicate, and work. Like our Mission and Purpose, we are inclusive to all, and combine our diverse backgrounds, skill sets and thinking to build the best experiences for our athletes, families and volunteers. We are committed to build a workforce that reflects the communities we serve and to promote a diverse, antiracist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions

We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact lindaa@specialolympicsontario.com with your accommodation needs. Any information received relating to accommodation will be addressed confidentially.

APPLICATION PROCESS:

All job applicants must declare their vaccination status in their job applications—whether they have been fully or partially vaccinated.

All candidates offered a position with Special Olympics Ontario, onward must be fully vaccinated and provide proof of their vaccination as a condition of employment. Special Olympics Ontario will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.

As part of the final recruitment process, the successful candidates will be required to submit a criminal record check and provide an abstract driving record along with 3 employment references prior to any offer of employment.

We thank everyone for their expression of interest. We are truly appreciative of the time individuals put into applying, but only those selected for an interview will be contacted.

Please Submit Resume and Cover Letter to lindaa@specialolympicsontario.com on or before November 25th 2021