

# University of Manitoba Business School Foundation



THE ASSOCIATES  
YOUNG ASSOCIATES



## MEMBERSHIP & EVENTS COORDINATOR

*Are you a motivated individual with a passion for advancing Manitoba's business economy and supporting business education? If so, then this is the position for you!*

Reporting to the Foundation's CEO, this is a unique, multi-faceted, considerable career development opportunity in a fast-paced membership based organization and Foundation. The candidate will work directly with Manitoba business leaders, faculty, staff and students of the Asper School of Business. The core function of the position is coordinating the membership programming of The Associates, Young Associates and IDEA which includes up to 35 events and 25 committee meetings per year.

An understanding of the regional business community and the Asper School of Business is top priority, along with the ability to advance the mission of the organization and the advantages of membership. The successful candidate will be a highly motivated, creative, self-starter with the ability to multi-task. Attention to detail and professionalism is a must. A proven track record in event coordination and management and excellent administrative and interpersonal skills are essential.

### Qualifications and Experience In The Following Areas Is Required:

- Working with membership based organizations/foundations.
- Minimum three-years related experience working in event, project management and delivery.
- Proficiency with member and event registration and accounting systems and software.
- Coordinating with vendors, exhibitors and stakeholders to plan and execute a range of high-level professional events.
- Experience including but not limited to planning menus, venue layout, seating plans, entertainment coordination and on-site event management ranging from small to large events.
- Developing, securing and stewarding event sponsors, partners, and guests.
- Leading, training and working with high level volunteer committees and students.
- Adherence to event budgets and troubleshooting under tight deadlines with limited resources.
- Writing, developing and executing event marketing and communication material.
- Effective governance processes including Board and Committee meeting coordination.
- Researching, maintaining statistics and analysis of statistics and tracking benchmarks.
- Demonstrated innovation and experience in meeting coordination, event and program development and delivery.

### Skills:

- Excellent interpersonal skills, initiative and diplomacy to work collaboratively within a diverse environment and with all levels of faculty, staff, students and business leaders within the community.
- Advanced proficiency with Microsoft Office suite, InDesign, Publisher, database and website maintenance (WordPress) and various social media platforms.
- Post-secondary education is required. Preference will be given to graduates of the Asper School of Business.
- Flexible schedule that accommodates attending evening and early morning events.

We offer a competitive compensation package. Please submit your resume, cover letter explaining why you would be the best candidate for this position, and remuneration expectations to the attention of AnnaMaria Toppazzini at [ceo@associatesmb.ca](mailto:ceo@associatesmb.ca). Only candidates selected for an interview will be contacted.

**Application deadline: July 9, 2021.**