

Director of Partnership Development & Event Management

Responsible for recommending & implementing a partnership development and for coordination of all events in support of overall organizational objectives.

Partnership Planning and Development

- To work closely with the Board and with representatives of member organizations to ensure that all organizational objectives are implemented, developed and delivered.
- To take the lead responsibility for the development and coordination of partnership and networks that support and progress the agreed objectives.
- To represent the Chamber priorities and perspectives when dealing with external stakeholders, funders, providers and members.
- To ensure that the Chamber is in the optimum position to seek further funding and to work closely with the Board to meet implementation targets.
- Participate in Chamber initiatives as appropriate and contribute to the work of associated committees and working parties.

Partnership Service Delivery

- To develop partnership and networking design as set out by the Board and to report on agreed outputs as required.
- To liaise with the Board, staff and committees in the development of the structure of the partnership strategy.
- To ensure effective joint working partnerships and networks are maintained and developed.

Financial Management

- Maintain financial records, as required, following the policies and procedures of the Chamber.
- Contribute to decisions on allocation of resources by way of regular reports to the Board.
- Consider budget restrictions by liaising with the Board to ensure cost effectiveness at all times for proposed purchases.

Administration

- To develop and monitor effective and efficient administrative systems dealing with partnerships.
- Provide regular reports to the Board on the progress of partnership service delivery and networks.

Training and Development

- Identify and implement training and development needs in support of organizational objectives.
- Organize training activities in conjunction with other members of the Board, staff and partner organizations.

Event Planning and Production

- Negotiations for space contracts and book event space, coordinate food and beverage, supplies and audiovisual equipment, travel arrangements, event signs, and appropriate infrastructure support to meet the quality expectations.
- Aggressively gather information on each project to achieve quality event productions.
- Facilitate research, make site visits, and find resources to help the Board make decisions about the future strategies for the Chamber.
- Propose new ideas to improve the event planning and implementation process.
- Serve as liaison with vendors on event-related matters.
- Coordinate management of on-site production and clean up for events as necessary.
- Coordinate preparation of name tags, materials, notebooks, packages, gift bags, registration lists, seating cards, etc.
- Coordinate close out of all events as required.

Event Administration:

- Prepare budgets and provide periodic progress reports to Board for each event project.
- Keep track of event finances including check requests, invoicing, and reporting.
- Coordinate appointments and visits to see our space, and scheduling of events on the calendar.
- Prepare and modify event contracts as required

Qualifications:

- Exceptional skills in community engagement, partnership development and collaboration.
- Background in strategic thinking and community capacity development
- Excellent communication skills, including writing, proof reading skills, and speaking.
- Ability to manage multiple projects and work assignments from a variety of staff and volunteers.
- Excellent interpersonal skills and a high degree of professionalism.
- Ability to accomplish projects with little supervision.
- Exceptional customer service ethic and high expectations for quality.
- Bachelor's degree preferred; significant work experience can substitute for the degree.
- At least 3 years experience with partnership development & event management.
- Proficient using the latest versions of Microsoft Office Suite and social media platforms.

Deadline for submissions: February 24, 2012

Submit detailed resume to: GDACC, PO Box 101, Orangeville, ON, L9W 2Z5

or electronically to: pete.renshaw@hotmail.com