



Community Engagement & Events Officer

The QEII Foundation is well on its way to success with the \$100 million We Are campaign, the largest healthcare fundraising campaign ever undertaken in Atlantic Canada.

The Foundation's work inspires generosity to advance healthcare at and through the QEII Health Sciences Centre, funding new technologies, medical research, and innovation. We dream big and are unapologetic about our goals and aspirations to transform healthcare for patients from across Atlantic Canada and beyond.

We have been named one of Atlantic Business Magazine's Best Places to Work in 2025. This recognition is a testament to our incredible team, who truly make all the difference.

Our passionate and dedicated staff collaborate closely with influential business and community leaders on our Board of Directors, Campaign Cabinet, and in various volunteer leadership roles. Together, we inspire and positively impact our communities every day.

The Role

We're looking for a relationship-building, microphone-ready, event-savvy Community Engagement & Events Officer to join our growing Events & Partnerships team. If you love being out in the community, represent a mission you're proud of, and turning great ideas into unforgettable experiences, keep reading.

You'll represent the QEII Foundation in the community; attending cheque presentations, stewarding community champions and senior volunteers, speaking on behalf of the organization, and ensuring every interaction feels meaningful, professional, and memorable. You'll also lead participant communications for our signature events, helping shape the tone, voice, and experience from registration to celebration.

On any given week, you might be advancing community partnerships with the Halifax Thunderbirds, supporting third-party fundraisers, working alongside the Orchid Women's Health Initiative to move the needle in women's health in our province, or bringing our world-class events to life behind the scenes. You'll play a key role in the growth and execution of peer-to-peer fundraising, including BMO Ride for Cancer, one of Canada's top fundraising events, ranked #6 nationally in 2025 helping fuel its continued success through thoughtful communication, stewardship, and participant experience.

This is a rare opportunity for a passionate professional to take a dynamic portfolio and make it their own — shaping how our community sees us, connects with us, and champions our cause.



Position Responsibilities

- Lead and grow community fundraising initiatives by strengthening partnerships, supporting community volunteers, and delivering exceptional stewardship and donor experiences.
- Represent the QEII Foundation in the community, representing the organization at cheque presentations, community events, and partner engagements.
- Act as a spokesperson, speaking on behalf of the Foundation at community events and public engagements.
- Lead participant communications for signature events (BMO Ride for Cancer, Innovation Den, Inspiration Breakfast, etc.).
- Advance and support community partnerships and third-party fundraisers, including collaborations with organizations such as the Halifax Thunderbirds and the Orchid Women's Health Initiative (Orchid Gala).
- Contribute to the planning and behind-the-scenes execution of world-class fundraising events that bring the Foundation's mission to life.

We're seeking qualified candidates who are passionate about collaborating with a team to make a tangible impact on healthcare in Atlantic Canada. To be considered, we're looking for candidates who have the following experience and competencies, or their equivalent:

- A university degree in a relevant field (e.g., Public Relations, Communications, Sport Management) or equivalent work experience in community fundraising, event management, or project management.
- 3-5 years of experience and proven success in public relations, fundraising or events management.
- Strong strategic thinking with a focus on community engagement and relationship management.
- Excellent communication skills, including writing, public speaking, and stakeholder engagement.
- Strong organizational skills, with the ability to manage multiple projects and lead a team.
- Passion for building meaningful relationships and driving positive impact in the community.
- Experience in event planning, fundraising, or corporate partnership management.



The QEII Foundation is on an intentional EDI journey. We encourage and welcome applicants from all backgrounds to apply.

The hiring range for this position is **\$61,546-\$68,947 annual salary**, dependent upon your relevant qualifications and experience.

Candidates are asked to apply to jobs@qe2foundation.ca. A cover letter and resume will be required to be considered. This post will remain open until filled. Only those selected for an interview will be contacted. Thank you for your interest in joining our QEII Foundation team.