



Events & Partnership Coordinator

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.

The Role

We're looking for a people-first, high-energy, detail-driven Events & Partnerships Coordinator to join our growing Events & Partnerships team. If you thrive in fast-paced environments, love bringing people together around a meaningful cause, and know how to turn logistics into unforgettable experiences — this role is for you.

You'll play a key role in helping deliver one of Canada's Top 3 Peer-to-Peer cycling fundraising events, BMO Ride for Cancer, while supporting the growth of community partnerships, volunteer engagement, and sponsor experiences that fuel healthcare innovation and impact across our province.

On any given week, you could be coordinating logistics for a signature event, supporting a community fundraiser, working with corporate partners on custom activations, stewarding sponsors and volunteers, or helping bring new ideas to life that elevate the participant and donor experience. You'll also support initiatives tied to the QEII Foundation's broader Events & Partnerships portfolio, including the corporate partnerships program and Workin' to Win staff employee lottery.

This is an exciting opportunity for someone who is organized, relationship-driven, and passionate about community impact to grow within a dynamic team and contribute to some of the most recognized fundraising and partnership initiatives in Atlantic Canada.



Position Responsibilities

- Support the development and execution of participant fundraising, engagement, and stewardship strategies for BMO Ride for Cancer.
- Coordinate event logistics, procurement, and operational planning for signature events, partnerships, and activations.
- Lead the coordination and execution of the BMO Ride for Cancer Volunteer Program, including recruitment, onboarding, scheduling, training, and stewardship.
- Manage participant, Team Captain, volunteer, and partner communications while ensuring an exceptional customer experience.
- Support and execute community fundraising initiatives, peer-to-peer campaigns, third-party events, and corporate partnerships.
- Develop and execute sponsor and partner activations in collaboration with internal teams and external stakeholders.
- Maintain accurate reporting, record-keeping, and database management related to participants, volunteers, sponsors, and partnerships.
- Support event-day execution, including set-up, activations, volunteer coordination, and operational logistics.
- Collaborate across teams to help grow fundraising revenue, community engagement, and partnership impact.

Qualifications & Experience

- University degree, college diploma, or equivalent combination of education and experience.
- Three to five years of experience in events, fundraising, partnerships, customer service, volunteer management, or a related field.
- Strong organizational, communication, and relationship-building skills with the ability to manage multiple priorities in a fast-paced environment.
- Experience coordinating events, activations, volunteers, or community initiatives is considered an asset.
- Familiarity with fundraising platforms, CRM databases, or tools such as Raiser's Edge is an asset.

Working Conditions

- Valid driver's license and reliable access to a personal vehicle are required.
- Ability to travel regularly to meetings, events, partner locations, and activations.
- Comfortable performing hands-on event responsibilities, including lifting and moving event materials, signage, and supplies.



- Ability to work flexible hours, including evenings and weekends, during events and peak campaign periods.
- This role combines administrative, operational, and on-site event responsibilities in a dynamic, team-oriented environment.

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 **\$54,383-\$61,452 annual salary**, dependent upon your relevant qualifications and experience.

This is a hybrid position, offering a combination of in-office and remote work, with flexibility based on operational and event requirements.

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.