



Job Opportunity: Charity Relationship and Employee Engagement Event Specialist

Kits for a Cause connects individuals and companies to local charities and provides them with a tailored team building activity and/or corporate giving program. They make it fun, easy and accessible and ensure that the experience is turnkey, down to providing the hand-picked essential items for each charity partner.

Are you passionate about making a difference in the world? Do you thrive on building meaningful relationships and driving impactful programs? Kits For a Cause is seeking a dynamic and driven individual to join our team as a Charity Relationship and Employee Engagement Event Specialist.

About You

You are passionate about building and maintaining meaningful relationships and partnerships with multiple corporate and non-profit organizations. You have experience managing multiple events and timelines simultaneously. You have enthusiasm for collaborating with diverse teams across various industries. You are an authentic, purpose-driven individual that thrives in a fast-paced, busy environment. If you're eager to make a real difference and create lasting impact, we want you on our team!

About the Position:

As the Charity Relationship and Employee Engagement Event Specialist you'll play a vital role in building, and maintaining charity and donor relationships while effectively implementing a Kits For a Cause event. Kits For a Cause is a social enterprise that specializes in providing team-engagement volunteer experiences known as Kit-packing events for donors.

Key Responsibilities:

Relationship Management (40%):

- Strengthen, build, educate, onboard and support charities/NFPs, acting as a point of contact to provide new donors and donation opportunities through the Kits for a Cause Program for various organizations
- Ensure all departments, locations and affiliated branches are kept up to date on how we can help
- Create customized events and provide appropriate product solutions in real time for charities
- Create awareness of our three donation programs among clients, donors, and charities.

- Design corporate employee engagement/CSR events and match groups to charities aligned with their cause and geographic location.
- Deliver professional and timely client communications across various channels.
- Exceed individual and team KPIs

Event Logistics (30%):

- Manage product orders within provided timelines and budgets.
- Liaise with the purchasing team for current needs of the clients.
- Coordinate timely and accurate supply orders.
- Provide clients with clear instructions for shipping, receiving, and event setup.
- Prepare agenda and virtual toolkits for all events to ensure a seamless experience.

Administrative Tasks (15%):

- Maintain an up-to-date client contact database using our CRM system.
- Ensure accurate and timely updates to pipeline tools based on the client journey.

Creative (15%):

- Offer creative insights and ideas to enhance engagement and program impact.
- Customize written materials to align with various brand voices.
- Utilize Canva to create visually appealing event materials.

Qualifications:

- Degree/Diploma in Business/Communications/Social Sciences/Event Management/Fundraising or relevant work experience (required)
- 2-3 years of account management, relationship management and business development experience (required)
- Excellent verbal and written communication skills
- Knowledge of the NFP sector is essential for success in this role
- Event planning/management experience is an advantage
- Planning and logistics experience is an advantage
- Charitable fundraising experience is not necessary but would be a bonus
- Experience using an online data management system (required), working knowledge of KEAP and BUSINESS VISION is a bonus

Skills and Attributes:

- Have a passion for engagement and conversation to expand our ever-growing client base.
- Ability to build and maintain charity and donor relationships
- Ability to manage multiple events and timelines simultaneously
- Detail oriented, highly organized
- Ability to prioritize and multitask in a fast-paced environment with tight turnaround times
- Ability to manage a pipeline of 20+ opportunities at any given time.
- Easy to adapt and be flexible to the needs of clients and the not-for-profit sector
- Purpose driven individual who understands the power of our program and the opportunity at hand - each successful day creates a positive impact
- Ability to work with small to large organizations, Non-Profits, Charities and Donors.
- A team-player who loves helping people and making a difference.
- Must be inclusive and empathetic to those in need

Join Our Team:

If you're ready to take on an exciting challenge and contribute to meaningful social impact on a national scale, apply now to join our team at Kits For a Cause. Help us make a difference and create positive change in communities across Canada.

Please note that this is an in-person role, and candidates must be able to commute to our office at 890 Caledonia Rd. A hybrid work environment may be available in the future.

Ready to Make an Impact?

If you're passionate about building relationships, driving sales, and implementing impactful programs, we want to hear from you! Apply now to become our next Client Relations and Program Development Specialist and help us make a difference.

About Bargains Group & Kits For a Cause:

The Bargains Group is an award winning Canadian owned and operated company founded in 1988. We are a wholesaler serving Retailers, Non-Profits, Charities and Social Service Agencies including Salvation Army, Canadian Mental Health Association, Red Cross, United Way Member Agencies, and thousands more.

Over the past 35+ years, we have created a fast paced, purpose driven culture focusing on making a positive impact!

Kits for a Cause is a division of Bargains Group and is a Canadian-founded social enterprise that creates meaningful engagement for groups looking to give back while providing charities with essential supplies that they need across the globe.

We are a for profit for purpose company and are on a mission to make meaningful and impactful volunteer and donor engagement programs, one *Kit* at a time!

Bargains Group / Kits for a Cause Team's Core Values are:

- We consciously care (*we give a sh*t*).
- We are community builders.
- We make a positive impact.

If these core values speak to you, we want to hear from you! If interested, please send your cover letter and resume to jobs@bargainsgroup.com.

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