



Title: Advisor, Operations and Event Marketing

Job description: Full-time, permanent

Want to be an integral member of a creative team and work on wide-ranging projects and events that are global in scale? Looking to join up with a foundation that's renowned for its worldwide mission and impact? Are you well-known for your wit, curiosity, and aesthetic sensibility? Feel like putting your professionalism, attention to detail, and reliability to good work? Famous for your organizational prowess and adaptability? If you find yourself repeatedly answering "yes" to these questions, you and this position could be a match made in heaven!

The operations team at the ONE DROP Foundation is looking for an Operations and Event Marketing Advisor to help produce various international event projects. Working directly under the Director, Operations, Events and Sponsorships and in close collaboration with project managers, you'll have the opportunity to tackle the many operational aspects of special fundraising and sponsorship events.

Why choose us?

An ambitious and dynamic non-profit created in 2007 by Guy Laliberté—founder of Cirque du Soleil—ONE DROP is an organization that works to ensure that everyone has access to water, today and forever.

Our Team

Such an ambitious mission calls for extraordinary actions by exceptional people. Paving the way into uncharted and inspiring territory, our people seek to turn the challenges they face into opportunities. Are you one of these leaders? Do your energy, passion, and determination motivate and inspire those around you? Then come join our team of exceptional humans!

Main responsibilities

Event marketing

Under the supervision of the Director, Operations, Events and Sponsorships, you'll:

- Assist in the development of event marketing strategies
- Work closely with project managers and the communications team to produce a wide array of event marketing content
- Draft requests for the production of event marketing tools addressed to our suppliers and agencies both here and abroad
- With the support of project owners and the Director, Corporate Communications, develop and produce event visibility tools
- Coordinate logistics—in-person and remotely—to ensure the smooth operation of local and international events
- With the support of project owners and the Director, Corporate Communications, see to the implementation of marketing plans to promote various events
- Produce event marketing tools within budget
- With the support of project owners and the Director, Corporate Communications, coordinate proofreading prior to sending off event materials for printing (banners, brochures, posters, signage, etc.)



- Make sure that all stages of the approval process and the production of event marketing tools are respected and within deadline, as per the Director, Corporate Communications
- Assist in analyzing the performance of various event marketing strategies and make appropriate recommendations

Operations

Under the supervision of the Director, Operations, Events and Sponsorships, you'll:

- Maintain operational linkages between various in-house departments (communications, corporate philanthropy, programs, finance, legal)
- Assist in the optimization and efficiency of the marketing and events department's daily operations
- Establish various project deadlines and stick to them
- Develop and update master documents for tracking prospective and confirmed contributions for each and every event
- Take part in weekly meetings with the communications team

Your experience

- At least 3-5 years of experience in a similar project management/event marketing position
- Experience in event management/logistics
- Experience or keen interest in working for an organization with a social mission

Your skills

- University degree in a relevant field
- Mastery of MS Office (Word, Excel, PowerPoint, etc.) and firm grasp of social media platforms
- Fluency in Photoshop and Illustrator (an asset)
- Superior command of English and French—both spoken and written—and comfortable with editorial tasks

We're looking for a friendly person who shares our values

- Creativity and curiosity
- Proven track record of being an efficient team player and taking an active role in meeting goals in a complex and constantly evolving environment
- Skilled at prioritizing and managing several projects at the same time
- Disciplined and meticulous
- Committed to delivering top-quality customer service
- Fabulous interpersonal skills with diverse stakeholders

At ONE DROP, we take care of our employees

- Flexible work schedule and possibility of working remotely
- Group insurance plan (drug, medical, vision, dental, travel, disability, life)
- Group RRSP after 6 months on the job
- "Dialogue" telemedicine platform providing access to online health specialists
- Employee assistance program (access to confidential consultation services)
- Social committee and group activities



- Summer hours
- This position does not require travel
- Secure bike parking and other benefits!

To apply, send your CV and cover letter to contact@ONEDROP.org

Thank you to all applicants. Only selected candidates will be contacted.