



EVENT DIRECTOR (contract position)
Vancouver RIDE for REFUGE

Date Reviewed – February, 2018

MANDATE: The Event Director (ED) shall oversee the annual Vancouver RIDE for REFUGE and shall have full responsibility for planning and implementing the event as per the terms outlined in the Host Partner Agreement between Journey Home Community and Blue Sea Philanthropy Inc.

POSITION OPPORTUNITY: The annual Vancouver RIDE for REFUGE provides a fundraising cycling/walking event for some 25-30 charities in Metro Vancouver. It is part of a national event held on the Saturday prior to Thanksgiving weekend each year. The Vancouver RIDE has been growing each of the past 8 years and last year raised close to \$300,000. Journey Home Community (JHC) functions as the Host Charity for the Vancouver RIDE and the Event Director will work as part of JHC to develop the RIDE toward further growth.

TIME COMMITMENT: This position will be an ongoing part-time contract position requiring approximately 4 -5 hours time commitment per week with extra time required closer to the event date. Start date to be approximately April 1 and completion date to be October 31 of each year. This position would be suitable for someone working in a p/t ministry position and looking for an opportunity to add to their work load.

CORE COMPETENCIES

Managing Performance The ability to take responsibility for one's own performance as well as the performance of others by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly.

Administration and Organization The ability to understand the overall project, break it down into manageable tasks and oversee a team to accomplish the tasks in a timely manner.

Oral and Written Communication The ability to express oneself clearly in conversations and interactions with others; the ability to express oneself clearly in business writing.

Communication Response The ability to effectively interpret verbal and nonverbal communication, to respond to inquiries and tasks in a timely manner and to adapt to a variety of responses to one's presentations and proposals.

Building Collaborative Relationships The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.

Initiative The ability to identify what needs to be done and take independent action to accomplish the determined goals.

Personal Credibility Demonstrated concern that one be perceived as responsible, reliable, and trustworthy.

RELATIONSHIPS

- Reports directly to the JHC Executive Director.
- Meets with the RIDE leadership team as necessary.
- Connects with potential charities and corporate sponsors when possible.

RESPONSIBILITIES

1. The ED shall recruit a core team of volunteer captains to assist in carrying out the RIDE and shall meet with the team for planning and communication as necessary. A RIDE manual is available.
2. As time permits, the ED shall engage in promotional activities to recruit additional RIDE Partners, RIDE captains (with a particular focus on JHC) and corporate sponsors.
3. The ED shall work in conjunction with the JHC Executive Director to plan and execute a budget for the Vancouver RIDE.
4. The ED shall communicate regularly with JHC to update on progress, as well as participate in the RIDE conference calls.
5. The ED will supply his/her own computer and mobile phone. Any additional expenses necessary to carry out the duties shall be paid at an agreed upon amount with JHC.
6. There will be opportunity to work with the current ED to learn the role and work on this year's RIDE together.
7. Uphold all values and adhere to all policies and procedures of JHC including a confidentiality agreement that pertains to the organization and its clients.

8. Support staff and community members in prayer and through spiritual guidance rooted in the Christian tradition.

9. Remuneration to be negotiated.

APPLICATIONS

Interested candidates may send resume with cover letter to info@journeyhomecommunity.ca by March 15, 2018. Position will begin as soon after April 1 as possible.