



JOB OPPORTUNITY

POSITION	Events and Sponsorship Manager
LOCATION	Head Office (314 Booth Street), with the option for occasional remote work
TERM	Permanent, Full-Time
REPORTS TO	Director of Fundraising or their designate
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HOURS	Monday to Friday from 9:00am to 5:00 pm for a total of 40 hours per week, with overtime as operationally required, flexibility to work evenings and weekends from time to time is required
RATE OF PAY	\$67000 - \$73000/annum
START DATE	June 22, 2026
END DATE	N/A

Cornerstone offers emergency shelter and affordable supportive housing in four residential facilities for women experiencing homelessness, poverty, mental illness, addictions, trauma, and abuse in Ottawa. Our services are offered in an environment that promotes dignity and a sense of hope. We are committed to public education and advocacy and strive to increase safe affordable housing and to end homelessness. Cornerstone is a Community Ministry of the Anglican Diocese of Ottawa.

Join Our Team

The Events and Sponsorship Manager plays a key role in advancing Cornerstone's fundraising and community engagement goals through the successful execution of our three signature events, corporate sponsorship development, and third-party fundraising initiatives. This position is responsible for managing all aspects of event logistics, cultivating and stewarding corporate partners, donors, and supporters, and supporting community-led fundraising activities that increase awareness and financial support for Cornerstone's mission.



What You'll Be Doing

1. **Signature Event Planning & Execution (40%)**

- Lead the planning, coordination, and execution of Cornerstone's three signature fundraising events (Coldest Night of the Year, the Garden Party, and Purple Tie Gala)
- Develop detailed event plans, critical paths, timelines, budgets, and logistics schedules to ensure successful event delivery.
- Serve as the primary point of contact for all event-related operations and logistics.
- Coordinate and manage relationships with external vendors and service providers, including venues, caterers, photographers, audiovisual teams, event planners, rental companies, printers, signage providers, and entertainment vendors.
- Negotiate vendor agreements and contracts in collaboration with organizational leadership.
- Ensure timely processing of invoices and payments related to events.
- Anticipate and resolve logistical or operational issues before and during events.
- Lead onsite event execution and act as the day-of event lead to ensure a seamless guest experience.
- Recruit, coordinate, and support event volunteers and volunteer committees as required.
- Work collaboratively with communications and fundraising staff to support event promotion, ticket sales, sponsorship visibility, and donor engagement.
- Evaluate event outcomes and provide post-event reporting, recommendations, and continuous improvement strategies.

2. **Corporate Sponsorship Development & Stewardship (30%)**

- Develop and grow Cornerstone's corporate sponsorship program to increase revenue, community partnerships, and long-term organizational support.
- Identify, research, and cultivate prospective corporate sponsors and community partners.
- Develop customized sponsorship proposals and packages aligned with organizational priorities and event goals.
- Secure sponsorship support for three signature events and other organizational initiatives, with clear annual growth targets.
- Build and maintain strong relationships with sponsors through ongoing communication and stewardship activities (such as corporate volunteering opportunities).
- Ensure sponsors receive all agreed-upon recognition, benefits, and engagement opportunities and follow up with sponsors post-event with sponsorship reports.
- Collaborate with internal teams to deepen sponsor engagement beyond event participation, including opportunities for volunteering, employee engagement, and philanthropic giving.
- Track sponsorship activity, revenue goals, and partnership outcomes using organizational systems and reporting tools, such as Raiser's Edge.

3. **Third-Party & Community Fundraising Events (30%)**

- Support and strengthen community-led fundraising initiatives that benefit Cornerstone.
- Act as the primary liaison for individuals, community groups, schools, and organizations hosting third-party events in support of Cornerstone.
- Provide event organizers with guidance, fundraising tools, brand guidelines, promotional materials, marketing plans (in collaboration with Communications Department) and organizational resources.
- Ensure third-party fundraisers align with Cornerstone's brand, values, and fundraising policies.

- Coordinate internal support for community events, including staff participation, speaking opportunities, and donation pickups where appropriate.
- Attend and represent Cornerstone at community fundraising events as needed, or arrange details for Director of Fundraising, Director of Communications and/or Executive Director to attend.
- Deliver presentations or coordinate organizational speakers for community events and sponsor engagements.
- Maintain accurate records of third-party fundraising activities and outcomes in Raiser's Edge.
- Foster positive relationships with community supporters to encourage ongoing engagement with Cornerstone.

What we need from you

Qualifications & Experience

- University degree, college diploma, or equivalent experience in Fundraising, Events, Communications, Marketing, Business, or a related field.
- 3–5 years of experience in fundraising, sponsorships, event planning, or community engagement.
- Experience planning and leading large fundraising events.
- Experience building and maintaining corporate sponsorships and community partnerships.
- Experience working with volunteers, donors, vendors, and community groups.
- Experience in the nonprofit or social services sector is an asset.
- Bilingualism (English/French) is an asset.

Knowledge, Skills & Abilities

- Strong organizational and time management skills.
- Strong communication and relationship-building skills.
- Ability to manage multiple projects and deadlines.
- Strong problem-solving and decision-making skills.
- Ability to work independently and as part of a team.
- Professional, reliable, and adaptable.
- Strong attention to detail.
- Ability to handle sensitive information with discretion.
- Passion for community work and supporting women experiencing homelessness.
- Ability to work occasional evenings and weekends as required.
- Strong proficiency in Microsoft Office, including Word, Excel, Outlook, PowerPoint, and Teams.

Core Competencies

- Mission Driven—passionate about ending homelessness.
- Resilience—remains engaged in work even when there are challenges.
- Adaptability—adjusts approach, style or priorities to meet organizational needs.
- Collaborative—cultivates relationships with team members. Values the input of others and embraces opportunities to work together.
- Accountability—takes personal ownership and responsibility for the quality of work and timeliness of work commitments.

Job Specific Competencies

- Relationship Building—develops and maintains effective relationships with others; relates well to people from varied backgrounds and different situations.
- Critical Thinking – ability to identify the important questions to ask and problems to solve; shows versatility when unexpected changes occur.
- Attention to Detail—is thorough when performing work and conscientious about attending to detail.

JOB DESCRIPTION: Appended

POSTED FROM: May 15, 2026

TO APPLY: Please send your cover letter & Resume to careers@cornerstonewomen.ca by **no later than Saturday, May 30, 2026 by 12:00 pm (Noon)**

Ready to be part of a team making a difference?

APPLY NOW

Cornerstone is an Equal Opportunity Employer and actively encourages diversity in our staff team. If you require any accommodation through the hiring process, please contact us at careers@cornerstonewomen.ca

Thank you for your interest in joining Cornerstone. We will contact you if your candidate profile matches our hiring needs.

Check out our website for more information <https://www.cornerstonewomen.ca>