

**Position Title:** Hawks Nest Coordinator

**Reports To:** General Managers

**Position Status:** Contract Position; period of 7-8 months

**Location:** Home Office with regular visits to SEDC, Neustadt, Ontario
 and to Bruce CFDC office.

**Pay Method:**  Monthly salary

**Normal Work Week:** 30 Hours Per Week on avg

**Position Summary**

Hawks’ Nest is a Dragons’ Den inspired competition where entrepreneurs from various sectors pitch their business ideas in an attempt to secure financial support from local “Hawk” investors.

The event is a partnership between the Saugeen Economic Development Corporation and the Bruce Community Futures Development Corporation. Entrepreneurs from within Grey and Bruce Counties, Municipality of Wellington North and the city of Owen Sound can apply.

The Coordinator’s responsibility is to work with both organizations to ensure that that the event is financially stable through fundraising by collaborating with a multitude of partners, businesses, contractors, affiliates, and service agencies. As well to market the event and organize the televised evening competition.

**Duties and Responsibilities**

Administration

1. Assists in administering events, training, marketing, in accordance with agreements, procedures and plans.
2. Attends regular and special meetings provides reports of work completed and scheduled to be completed, and provides other information as requested.
3. Attends site visits or requested meetings of partners, upon request, for marketing purposes.
4. Monitors, evaluates and reports on the status and makes recommendations to improve effectiveness and efficiency.
5. Ensures that sponsors are receiving their sponsorship package, develops the evenings’ program, in accordance with sponsorship package.

Events / Training

1. Ensures Hawks’ Nest core events, training initiatives and promotions are coordinated, managed, and delivered efficiently and effectively.

Marketing / Communications

1. Assists with marketing strategies, including developing marketing partnerships.
2. Carries out promotional strategies for the event, training, initiatives, and plans with internal and external partners using a variety of media (radio, print, social media, etc.)
3. Assists with the production, updating and availability of marketing tools (i.e., website, directories, resources, profiles, social media, print publications and materials, radio campaigns, various linkages, etc.)
4. Maintains effective relationships and represents Hawks’ Nest in dealings with appropriate businesses, agencies, organizations, and committees.

Financial Management

1. Seeks out sponsors through fundraising opportunities utilizing the sponsorship package.
2. Assists with the development, implementation and monitoring of Hawks’ Nest budgets in consultation with the Hawks’ Nest partners.
3. Seeks out and applies for grants that support Hawks’ Nest initiatives. Manages grant applications and reporting, requests for quotes.
4. Seeks out, develops and implements new Hawks’ Nest revenue sources.

Other

1. Performs additional duties and responsibilities as assigned.

**Education, Skills and Experience**

* Must have experience in fundraising.
* Post-secondary diploma or equivalent experience in Economic Development, Business, or Marketing.
* Experience in a not-for-profit or municipal environment.
* Experience in community and business engagement, communications, and media relations.
* Expertise in developing digital content, graphic design and social media marketing.
* Word processing, presentation, and spreadsheet computer skills.
* The ability to foster a cooperative work environment and positive results with cross-functional stakeholders.
* Strong interpersonal and public relations skills required to work effectively with internal and external contacts and with the public as the Hawks’ Nest representative.
* Ability to work independently, meet deadlines, and function well under pressure.
* Valid Class ‘G’ Driver’s License in good standing.
* Must provide proof of double vaccination.

**Physical Demands and Working Conditions**

Work is typically performed in a standard office setting, though some travel is required. Physical and Virtual event coordination (including programming and/or set up and tear down) is regularly conducted includes lifting and hauling of heavy/awkward objects for physical events.

May be required to work unusual hours to manage and attend events and meetings, and to respond to business and community needs in a timely manner.