

## **Join our team!**

**Position:** Fund Development & Events Coordinator  
**Job Type:** Full-time, salaried  
**Job Level:** Mid-Level  
**Location:** Halifax (hybrid)  
**Starting Salary:** \$ 60, 542

**The Opportunity:** As the Fund Development & Events Coordinator, you will provide support to the Marketing department, particularly focusing on planning events and coordinating our revenue generation programs. This involves developing strategic initiatives, recruiting sponsors and partners, and administering online fundraising platforms and ticket sales. Your responsibilities will include, but are not limited to:

### **Revenue Generation Programs**

- In collaboration with Director of Marketing & Events, set registration/revenue targets for team/club fundraising programs including but not limited to Sport Split and SportSweep
- Engage warm leads and develop strategic initiatives to grow team/club fundraising programs
- Assist with prize/team recruitment for revenue generation events

### **Revenue Program Administration**

- Manage registrations, acting as primary liaison for team/club fundraising programs
- Coordinate updates to online platforms
- Coordinate lottery licenses and gaming reports for revenue events and programs

### **Event Coordination**

- Assist with the coordination and on-site logistics of Sport NS events including but not limited to Rafflebox Golf Classic, Milk Sport Fair, Enterprise Rent-a-Car Ceilidh and Casino and Support4Sport Awards
- Manage ticket sales, seating plan and communication with event participants

### **Sponsor Service**

- Produce sponsor reports
- Assist with sponsor servicing and recruitment

### **Who We Are**

Sport Nova Scotia is a non-profit, non-government, equal opportunity organization dedicated to the development, administration and promotion of amateur sport.

We offer supports to a network of over 50 Provincial Sport Organizations in areas including Marketing, Public Relations and Communications, Human Resources, and Financial Services.

As part of our team, you will receive perks including:

- RRSP Matching Program
- Health, Dental, Life, Long-Term Disability Benefits
- Hybrid Work Schedule - 2 Remote Work Days Weekly
- Personal Days – 2 Annually
- Paid Holiday Shut Down – Christmas through to the New Year
- Ability to Accumulate Lieu Time
- Corporate Gym Rate
- Annual Fitness Credit
- Employee Family Assistance Program (EFAP)
- Paid Sport Volunteer Days
- Professional Development Opportunities

### **Who You Are**

The qualifications and skills that would make you successful in this role include:

- A degree or diploma in Sport Marketing, Sport Administration, or equivalent
- Proficiency with the Microsoft Office Suite (Teams, Excel, Outlook, PowerPoint)
- Exemplary skills and experience in event management, project management, and database management
- Proven ability to collaborate and support the development of new initiatives
- Proven ability to create and maintain relationships with stakeholders, sponsors, and community partners
- Proven experience working with sales/revenue targets

### **How to Apply**

To view the complete job description and to apply please click [here](#). **Applications should be submitted by 4pm on August 17<sup>th</sup>, 2026.**

Should you have any questions, please contact the HR Coordinator, Tahsis Jensen, by email at [tjensen@sportnovascotia.ca](mailto:tjensen@sportnovascotia.ca)

We want to thank all applicants for their interest, but we will only be contacting those individuals who have been selected for next steps.