



Job Description: Director of Expeditions and Events (16-month parental leave contract with possible extension)

True Patriot Love (TPL) is seeking a Director of Expeditions and Events (contract) to oversee the foundation's existing and evolving portfolio of expeditions and events including TPL's annual tribute gala, educational tours, golf tournament, and expedition series, as well as a number of other events.

Reporting to the *VP, Corporate Partnerships, Marketing and Events*, the Director of Expeditions and Events is a seasoned event professional with a proven track record for successfully managing and executing high-end events and balancing competing priorities. TPL is looking for a candidate who has experience in fundraising and who is dedicated to finding new and innovative strategies to grow revenue while providing attendees with an outstanding experience and connection to the TPL mission.

The ideal candidate has a wide range of event experience planning galas, donor stewardship events, as well as travel/destination/expedition events. This proven leader will have the opportunity to create new event opportunities while improving on the existing portfolio of TPL events and expeditions.

The ideal candidate is a team player with the ability to work in partnership with a variety of stakeholders and lead small teams. They possess a can-do attitude, great customer service skills and a high degree of emotional intelligence. The ideal candidate is comfortable building relationships with C-suite business leaders as well as individuals who have served in the military. Smart, confident and ambitious are some of the traits TPL is seeking for the role, as well as an even-tempered individual who can work with high degrees of ambiguity and still remain calm and in control.

The Director of Expeditions & Events must be physically fit, love travel, and be an adventurous person at heart. They must relish the unknown and the unpredictability of planning events in remote destinations while ensuring the safety of all participants.

Primary Responsibilities

Strategy & Operations

- Oversee current portfolio of events including Tribute galas, expeditions, educational tours, symposiums, golf tournaments, and other events as required.
- Create innovative and integrated event strategies with the goal of fundraising, growing the donor base and cultivating current donors. Drive strategic decisions, processes and changes.
- Oversee budget management for major events, including ongoing monitoring of budgets and adjusting as necessary to achieve revenue goals
- Develop ideas for scalable events leaving participants inspired, energized and engaged
- Provide strategic counsel and event management assistance to internal teams to ensure that events integrate and align with True Patriot Love strategy
- Manage human resources needs as required

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Expeditions and Educational Tours

- Oversee the planning and execution for upcoming expeditions and educational tours, ensuring participant experience is safe, enjoyable, and meaningful.
- Source service providers/sponsors (gear, guiding companies, airlines, hotels) and negotiate prices that align with the fundraising goals.
- Identify new locations and strategies for upcoming expeditions and educational tours, including future changes and expansions of the portfolio

Tribute Galas, Golf Tournaments, and other events

- Oversee events team and external consultants to ensure all aspects of TPL events are exceptionally executed, improving on previous years
- Create innovative ways to run events that increase participation and revenue.

Qualifications & Required Skills

- A seasoned, detailed and effective event professional who has a track record of executing a wide range of events on time and on budget with a high degree of participant satisfaction; destination event planning experience considered an asset
- Effective project management skills and experience managing multiple events, teams, vendors and projects simultaneously
- Independent, self-starter who can identify opportunities and drive deliverables; exceptional independent decision-making skills.
- Proven success managing teams
- Possesses a high degree of customer service skills with the ability to work easily and effectively with both C Suite volunteers, donors and military and veterans. Ability to partner with a variety of stakeholders to orchestrate event progress across cross-functional teams
- Strong organization, prioritization and negotiation skills
- Excellent oral and written communication skills with the ability to present to senior leaders
- Ability to set expectations that are realistic and deliverable.
- Mature, confident, highly driven, and smart.
- Military experience or exposure to the military community considered an asset.
- Degree in Business Administration, Communications or equivalent, with a minimum of 7+ years related experience

Additional Information

- This is a 16-month parental leave contract with possible extension
- TPL's head office is located at Bay & Bloor in downtown Toronto, but will be moving to the downtown core in Spring 2019
- Candidate must be able to work events if they are scheduled on evenings or weekends, and travel to remote and International destinations, as required
- Able to walk for long periods of time on uneven terrain without assistance. Able to lift a minimum of 25 lbs.
- Direct Reports: 2

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To apply for this role, please submit a cover letter and resume to hr@truepatriotlove.com at your first opportunity, indicating “Director, Expeditions and Events” in the email subject line. Please be sure to include your salary expectations in the cover letter.

True Patriot Love welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

True Patriot Love thanks all applicants for their interest in the role; however, only those selected for an interview will be contacted.

About True Patriot Love Foundation

True Patriot Love Foundation (TPL) is a national charity with the mission to inspire every Canadian to contribute to the resilience and wellbeing of our military and Veteran families. Since 2009, TPL has provided \$25 million to fund innovative research and support 750 community-based programs across the country that address the unique challenges resulting from military service including mental health, physical rehabilitation, transitioning to civilian life, and the special needs of children – helping to change the lives of more than 25,000 military families. For more information, visit www.truepatriotlove.com.

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