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Toronto, ON M4V 1K6

## JOB POSTING: Senior Manager, Events & Operations

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**Are you passionate about delivering exceptional events while driving operational excellence to make a meaningful impact?** Capitalize for Kids is seeking a highly organized and strategic **Senior Manager, Events & Operations** to lead the planning, execution, and optimization of large-scale events and operational initiatives. This role is critical to ensuring seamless delivery, operational excellence, and exceptional stakeholder experiences while managing cross-functional teams, budgets, and complex logistics.

This full-time role is perfect for a proactive professional who thrives in a fast-paced environment, brings a strategic mindset to complex projects, and leads with confidence. You are highly organized, solutions-oriented, and comfortable managing multiple priorities while guiding teams, vendors, and high-caliber stakeholders toward successful outcomes. We are looking for someone who takes ownership, thinks strategically, and identifies opportunities to scale and enhance event and operational programs. You are comfortable working at both a high level and in the details, driving continuous improvement while maintaining exceptional standards.

**But there's more.** By joining our team, you're not just advancing your career; you're contributing to a cause. Your work will directly support initiatives aimed at improving mental health services for children and youth across the nation.

If you're passionate about purpose-driven work and eager to be part of a dynamic team that not only achieves ambitious goals but also values fun, health, and wellness, this is the perfect opportunity for you!

### THE OPPORTUNITY

Reporting to the Chief Development Officer (CDO), the Senior Manager will work with the CDO in three ways:

- 1) **Shaping event strategy**, by developing a comprehensive, long-term vision for events that aligns with organizational and development goals, identifies target audiences, and maximizes engagement, revenue, and impact.
- 2) **Leading execution across all events & operational components**, by overseeing end-to-end event delivery—from planning and logistics to on-site execution and post-event follow-up—while ensuring timelines, budgets, vendors, and internal teams are aligned for seamless implementation.
- 3) **Managing day-to-day operational execution, and identifying opportunities to improve efficiency, impact, and scalability**, by overseeing workflows, timelines, budgets, and resources to ensure smooth and consistent delivery, while proactively identifying opportunities to streamline processes, enhance impact, and scale operations effectively.

### ABOUT CAPITALIZE FOR KIDS

Capitalize for Kids began in 2014 as a charitable investors conference that raised \$1 million for the Centre for Brain & Mental Health at SickKids. Eleven years later we are a growing community of professionals driving transformative positive change in the community child and youth mental health sector, having raised over \$21 million for youth mental health. We still have our roots firmly planted in the financial services industry, delivering the C4K Investors Conference and Bay Street Games to raise critical funds in support of our pro-bono consulting-based impact work in the youth mental health sector.

This past year, Capitalize for Kids led 34 projects with over 50 community mental health agencies to help

remove barriers to access and provide critical mental health services for over 360,000 children, youth and families. More than ever, kids are reaching out for support. Demand is increasing and mental health service providers are struggling to keep up. Kids and their families are trapped on waitlists – unable to get the help they desperately need. According to the Mental Health Commission of Canada, an estimated 1.2 million Canadian children and youth struggle with serious mental health issues. **Kids and their families deserve so much better – that is why we focus on building capacity in kids' mental health services.**

## Revenue Generation

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The C4K Investors Conference is Capitalize for Kids' flagship event and primary source of fundraising. The Investors Conference is Canada's premier best ideas and capital introduction conference. This 2-day event both delivers timely thought leadership through keynote addresses, best ideas pitches, and thematic panels and serves to connect global investment managers with North American institutional investors via a formal cap intro program.

Bay Street Games is the ultimate fitness competition between Bay Street firms. Co-ed teams of six will face off in a series of fitness challenges and at the end of the day, the winning team will be crowned as Bay Street's Fittest Firm. The event encourages teamwork and collaboration through a high-energy, fun competition.

## Impact Mission Work

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Capitalize for Kids employs a dedicated impact team of management consultants who work exclusively in the community child and youth mental health sector to address its biggest challenges. The mandate of the impact work is to increase the capacity and quality of services in the sector to ensure young people and their families have access to necessary supports in their communities. We do this through providing funding and pro bono consulting services supported by funds raised by the C4K Investors Conference, Bay Street Games, and donations.

The Capitalize for Kids impact team works with service providers to identify gaps and challenges in their operations and to develop scalable solutions that can be deployed across the sector. Many of these engagements are done in partnership with top for-profit consulting companies who provide their support on a pro bono basis.

In addition to the impact consulting work, the Capitalize for Kids impact team also deploys funds in the sector to help implement solutions and progress key innovations. These funds are not provided as a blank cheque, but targeted at specific challenges and opportunities for the community child and youth mental health sector to help more young people and their families get the support they need.

## KEY DUTIES AND RESPONSIBILITIES

### 1. Event Management (35%)

- Leads project management and logistics on the C4K Investors Conference, requiring high levels of stakeholder engagement at an expert level.
- Leads project management and logistics on Bay Street Games, engaging with participants and donors in high volume.
- Leads all aspects of event design, planning and execution for all C4K events including professional sector events for the capital markets and finance sector, peer-to-peer fundraising events and donor events.
- Elevates existing events and innovates new offerings to expand program impact and help drive revenue growth.

- Responsible for all event oversight, including planning, on-site execution, ensuring all aspects of the event run smoothly from set up to post-event evaluation, and all event budgeting and cost reconciliation.
- Manages multiple priorities simultaneously, with the capacity to execute against the current goals while also looking ahead and executing against future events.
- Continuously monitors industry trends and best practices to ensure best-in-class event execution and participant experience.
- Collaborates with Revenue Generation (Business Development and Philanthropy) team to effectively manage and execute all event deliverables for speakers, sponsors, and other external stakeholders.
- Collaborates with marketing and communications on the enhancement and implementation of events, sponsorships, and donor engagement opportunities.
- Maintains a deep understanding of C4K's mission and impact, to creatively and clearly message to current and prospective stakeholders.

## 2. Event Logistics (35%)

- Leads efforts for venue sourcing including presenting recommendations to the CDO and CEO.
- Effectively plans and coordinates event food and beverage strategy.
- Sources entertainment options, where applicable.
- Coordinates event specific volunteers.
- Lliaises with speakers and sponsors once confirmed to ensure a seamless experience at the event.

## 3. Stakeholder and Donor Relations, Revenue Generation Support (10%)

- In conjunction with the CDO, strategizes event opportunities for audiences to be developed.
- Represents C4K at networking events, conferences, and meetings to enhance visibility and funding opportunities.
- Showcases opportunities for volunteer impact through stories and reports.
- Manages contract negotiations with all speakers, sponsors and event donors.

## 4. Budgeting (15%)

- Creates and is accountable for all annual event budgets with forecasted costs YoY.
- Monitors budget/revenue targets and develops strategies to mitigate any variances to plan.
- Completes required reporting such as forecasts, current status or cost analyses to support financial reporting and business/operational analysis.
- Sources and selects event suppliers, in alignment with C4K Procurement Policy (hotels, event software, AV, show services, etc.) and manages contracts, invoices and payment schedules.

## 5. Other duties as requested (5%)

### REQUIRED EXPERIENCE & COMPETENCIES

- Decisions vary from routine to those requiring considerable research and sound professional judgment. The Senior Manager must exercise independent judgment, utilize excellent problem-solving skills, and display strong initiative.
- Makes regular decisions, exercising sound judgment, regarding task management to meet deadlines and makes prioritization decisions.

- Proven skills in project budget management as it relates to event management activities; coordinating and negotiating with vendors.
- The majority of work is performed within established guidelines and procedures. However, the ability to set priorities and work within strict deadlines is required.
- Comfortable leading recommendations on event strategy, pricing, and overall event portfolio mix for approval by the CDO and CEO.
- Engaging with various levels of stakeholders can be challenging and requires empathy, persuasion, negotiation, and political acuity.
- Independent decision-making and leadership initiative are required with minimal support from other team members.
- Proficient with the Windows operating system Microsoft suite including Excel. Advanced in PowerPoint and Adobe Suite.
- Demonstrated experience with event planning and coordinating event logistics.
- Superior communications skills including written and verbal to support the development of written content, engagement materials as well as for the purposes of engaging with prospective and existing donors.
- Experience interacting and connecting with persons of various social, cultural, or economic backgrounds; at ease with a variety of audiences.

#### EDUCATION & EQUIVALENT EXPERIENCE

- Post secondary diploma in a related field and/or a combination of education and experience.
- Minimum 5-7 years of relevant and progressive experience within donor relations, event management or a related field.
- Demonstrated success leading teams, managing complex logistics, and driving operational improvements.

#### WORK ENVIRONMENT AND REQUIREMENTS

- Hybrid work arrangements (T-T in office, M&F work from home): work in office is conducted within a climate-controlled environment.
- Occasional need to travel for meetings or events.
- Occasional evening/weekend work may be required in the weeks leading up to large events.

#### FOR MORE INFORMATION

Interested candidates should send their resume to [sarah@capitalizeforkids.com](mailto:sarah@capitalizeforkids.com) by **end of day Sunday, January 25, 2026**, with the subject line “JOB POSTING: Senior Manager, Events & Operations”. Please include a cover letter outlining your interest in the role and explain how your skills and experience make you a strong candidate for this position.

Capitalize for Kids welcomes and encourages applications from all qualified individuals including, but not limited to women, Indigenous persons, racialized persons, persons with disabilities and persons of all sexual orientations and/or gender identities. All qualified candidates are welcome to apply; however, priority will be given to Canadian citizens and permanent residents.

Capitalize for Kids is an equal opportunity employer and welcomes and encourages applications from all persons including those with disabilities. Accommodations are available on request for candidates taking part in all aspects of the interview process.

Capitalize for Kids is a hybrid work environment.

**Salary Range:**

The full-time salary for this role is \$108,901 to \$115,000 per year, commensurate with experience.