

Employee Engagement & Event Specialist

Kits for a Cause connects companies and individuals to local charities and provides them with a tailored team-building activity and/or corporate giving program. They make it fun, easy, and impactful and ensure that the experience is turnkey, down to providing the hand-picked essential items for each charity partner.

Are you passionate about making a difference in the world? Do you thrive on building meaningful relationships and driving impactful programs? Kits For a Cause is seeking a dynamic and driven individual to join our team as an Employee Engagement & Event Specialist.

About You

You're passionate about creating meaningful experiences that bring teams together and make a real impact. You've got a proven track record of managing multiple clients and events at once — with sharp attention to detail, strong communication skills, and the ability to keep everything moving in a fast-paced environment. You love working across industries, collaborating with diverse teams, and building lasting partnerships with purpose.

You're the kind of person who gets excited about turning an employee engagement idea into a powerful, hands-on experience that gives back to the community. If you're purpose-driven, organized, and ready to help companies create connection and impact through unforgettable team-building events — we want to meet you!

About the Position:

Kits For a Cause is a social enterprise that specializes in providing team-building/engagement volunteer experiences known as Kit-packing events for donors, in an outsourced resource model. As the Corporate Employee Engagement & Event Specialist, you'll play a vital role in building and maintaining donor relationships while effectively implementing the Kits For a Cause Programs and events across North America from our offices in Toronto, Ontario, Canada. (no travel required)

Key Responsibilities:

Relationship Management (40%):

- Educate, Strengthen, build, grow, and maintain relationships with corporate and individual donors.
- Act as a point of contact to create customized engagement programs that are sustainable and generate revenue throughout the year.
- Liaison with non-profits and match donors to their cause of choice
- Design corporate employee engagement/CSR events and match groups to charities aligned with their cause and geographic location.
- Create awareness of our three donation programs among clients, donors, and charities.

- Deliver professional and timely client communications across various channels.
- Provide reporting against varying data metrics
- Develop positive impact stories to increase awareness about KFAC Programs
- Meet and exceed individual goals and team KPIs

Event Logistics (30%):

- Manage product orders within provided timelines and budgets.
- Liaise with the purchasing team for the current needs of the clients.
- Coordinate timely and accurate supply orders.
- Provide clients with clear instructions for shipping, receiving, and event setup.
- Prepare agenda and virtual toolkits for all events to ensure a seamless experience.

Administrative Tasks (15%):

- Maintain an up-to-date client contact database using our CRM system.
- Ensure accurate and timely updates to pipeline tools based on the client journey.

Creative (15%):

- Offer creative insights and ideas to enhance engagement and program impact.
- Customize written materials to align with various brand voices.
- Utilize Canva to create visually appealing event materials.

Qualifications:

- Degree/Diploma in Business/Communications/Social Sciences/Event Management/Fundraising or relevant work experience
- 3-4 years of account management, relationship management or business development experience
- Knowledge and/or experience of the NFP sector
- Event planning/management experience
- Planning and logistics experience is an advantage
- Donor management experience is not necessary but would be an asset
- Experience using an online data management system

Skills and Attributes:

- Have a passion for engagement and conversation to expand our ever-growing client base.
- Comfortable engaging with high-profile clients and stakeholders.
- Ability to build and maintain relationships that generate regular activity
- Incredible attention to detail, highly organized with excellent time management.
- Ability to prioritize and multitask in a fast-paced environment with tight turnaround times and manage a pipeline of 20+ programs/events at any given time.
- Excellent verbal and written communication skills
- Easy to adapt and be flexible to the needs of clients and the not-for-profit sector
- Purpose-driven individual who understands the power of our program and the opportunity at hand - each successful day creates a positive impact
- Ability to work with small to large organizations, NFPs, Charities, and Donors.
- A team player who loves helping people and making a difference.
- Must be inclusive and empathetic to those in need
- Bilingual – French and English – considered an asset

Bargains Group / Kits for a Cause Team's Core Values are:

- We consciously care (*we give a sh*t*).
- We are community builders.
- We make a positive impact.

All interested candidates should email their resume to info@bargainsgroup.com. **We would love for you to answer the following questions with your resume submission:**

- What do you value most in a workplace?
- What motivates you?
- Do you or have you volunteered? If yes, please tell us about it
- What do you enjoy doing in your free time?
- Do you have event coordination or management experience?
- What are your salary range expectations