



About Us

The Terry Fox Foundation (TFF) honours the vision and spirit of an iconic Canadian while raising critical funds for cancer research. As a leading national charitable organization, the Terry Fox Foundation plays a vital role in building community, engaging more than 20,000 passionate volunteers and 3.5 million students in nearly 10,000 annual fundraising events across the country.

No other non-profit organization in Canada consistently rates as high as the Terry Fox Foundation in the hearts and minds of Canadians. People around the world of all ages, backgrounds, and abilities are inspired by Terry's enduring legacy. Through the generous support of our donors, partners, and volunteers, the Terry Fox Foundation has raised more than \$850 million and funded 1,300 innovative cancer research projects, bringing hope and health to millions of Canadians. Join us and help take Terry's Marathon of Hope across the finish line.

Position: Fundraising Manager, Workplace Teams

Location: Ontario/Remote Hybrid

Reports to: Senior Director, Community Development

Position Summary

The Fundraising Manager, Workplace Teams oversees an exciting and challenging portfolio at TFF. Situated within the Run Teams department, and with national reach and influence, the Manager is responsible for strategic planning and stewardship for workplace-based supporters of the Terry Fox Run and other fundraising events. With a focus on expanding revenue channels, the Fundraising Manager acts as a liaison between key internal stakeholders including Philanthropy, Marketing and Communications, Community Run Directors, and Run Teams.

The Manager is responsible for creating and implementing workplace engagement and fundraising strategies, collaborating on the development of communications and marketing collateral, and directly managing stakeholder relationships.

Areas of Responsibility

- Steward a portfolio of current and prospective workplace teams across Canada (400+).
- Manage a prospect pipeline to expand program reach and impact.
- Prepare acquisition and stewardship resources to maximize fundraising and recognition acknowledgement opportunities.
- Plan and execute virtual and in-person cultivation, stewardship, and fundraising activities.
- Collaborate with the Senior Director, Community Development on implementing the portfolio management system, measurement, and reporting of metrics (Salesforce).
- Report on operations, activity, and results compared to goals and objectives.
- Contribute and committed to improving workplace fundraiser and donor online experiences (CrowdChange).
- Explore opportunities for interdepartmental collaboration to maximize workplace engagement (Philanthropy team).
- Collaborate with Marketing & Communications team on workplace team resources and website presence.
- Consistently maintain up-to-date data, notes and actions in Salesforce.
- Engage in networking and ongoing professional development activities.
- Perform other duties as assigned to meet organizational needs.

Metrics for Success

- Growth in number of participating workplaces.

- Contribution to the program's success in meeting/exceeding annual revenue targets.
- Successful cultivation and stewardship of workplace teams/engagement.
- Successful integration on key initiatives with the Teams, Marketing and Communications, and Philanthropy teams.
- Ability to champion the Foundation's mission, vision, and values.

Qualifications

- 3-5 years fundraising experience (event-based fundraising and/or corporate partnerships).
- Detail-oriented, ability to multitask, thrives in fast-paced, dynamic environment with competing priorities and projects.
- Proven leadership skills with a demonstrated ability to inform and inspire.
- Self-starter and relationship builder with proven ability to support and collaborate with multiple stakeholders including colleagues, volunteers, donors, and other stakeholders.
- Exceptional written and oral communication skills, including presentation and public speaking.
- Proficient in CRM database management (Salesforce) and Microsoft 365.
- Knowledge of Mailchimp an asset.
- Familiarity with CrowdChange fundraising platform an asset.
- Willingness to work a flexible schedule, including the annual Terry Fox Run weekend.

How to Apply

Headquartered in British Columbia, the Terry Fox Foundation is a national charitable organization with offices in all provinces. This is a hybrid role, ideally based in Ontario. We will consider applicants from across Canada. There will be an occasional expectation of travel to support stakeholder engagements, as well as availability during the annual Terry Fox Run weekend.

Please submit a cover letter and resume to Bruna Raimondo, Senior Director, Community Development at bruna.raimondo@terryfox.org by August 20, 2023. While we thank all applicants for their interest, only those selected for interviews will be contacted. No phone calls please. We are dedicated to employment equity and we value diversity in the workplace. If you require any accommodation during the recruitment process, please reach out to us.