

**Job Title:**

Provincial Director, Community and School Runs, Quebec

Reports To:

Vice-President, Community and School Programs

Employment type: Permanent, Full time

The Terry Fox Foundation

Nearly 1 in 2 Canadians will be diagnosed with cancer in their lifetime. For over four decades, we have worked to bring to reality Terry's dream of a world without cancer. Terry's vision unites us in our efforts, and inspires cancer research excellence, innovation and creativity. Our research institute is a collaboratively oriented, pan-Canadian organization focused on improving cancer research outcomes for the benefit of cancer patients everywhere. We want to ensure that today's best science becomes tomorrow's affordable medicine.

There is no other non-profit organization in Canada that consistently rates as high as The Terry Fox Foundation (TFF) in the hearts and minds of Canadians. With over 10,000 runs and events in 32 countries each year, the legacy of Terry Fox offers unprecedented opportunities to tell the story of a beloved Canadian icon, promote the significant impact of The Terry Fox Foundation, and inspire generosity.

Position:

This position's portfolio includes Terry Fox events and fundraisers including the annual Terry Fox Run, Terry Fox School Run, Mt Terry Fox Trek, Ride of Hope, and third party activities in Quebec. The individual is responsible for managing all stakeholder relationships and oversees all operations relating to the successful execution and oversight of regional events. This Manager collaborates with the Senior Management Team to set regional goals and targets, and bears responsibility for meeting the objectives. This position reports to the Vice-President, Community and Schools, and indirectly to the National Director, School Runs.

Strategic Leadership

- Oversee growth and stewardship of regional Terry Fox fundraising initiatives, with primary emphasis on the two largest Terry Fox events (annual Terry Fox Run and Terry Fox School Run)
- Steward and provide consistent support to Community, School and Team stakeholders by adhering to recruitment, engagement and recognition strategies
- Recruit and support volunteer leaders, create positive and fulfilling experience to promote retention, develop volunteer succession planning strategy



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- Conduct inspirational and informative English or French presentations for community, corporate, and school audiences, either in-person or virtual
- Identify and nurture positive connections with community leadership including Indigenous leaders and groups, business and religious leaders, provincial and municipal government representatives (MPs to local mayors), etc.
- Collaborate with Senior Management Team to contribute to strategic planning and program development
- Manage regional Teams portfolio including recruitment, registration and experience, for both Run season, and year-round fundraising
- Provide consistent support to stakeholders by adhering to engagement schedule, and promoting retention strategies
- Maintain relationships with Quebec media

Operations/Administration

- Utilize Salesforce CRM to manage volunteer, participant, and donor activities and experiences
- Process Community, Team and School merchandise orders (intake, invoicing, and fulfillment)
- Process provincial fundraising revenue and records
- Submit grant applications to various governmental and non-governmental sources; ensure adherence to their guidelines and maintain good relations
- General office administrative duties including data maintenance, data entry, school prospect sourcing, tax receipting and completion of donor recognition program
- Manage seasonal staff including part-time and summer interns
- Respond to public inquiries and requests

The successful candidate. You are:

- Bilingual
- 4+ years of fundraising experience or non profit equivalent
- Proficient in MS Office suite
- Demonstrated ability to inspire, motivate, and lead
- Driven, dedicated, and creative thinker
- Superior communication skills, written and verbal
- Excellent public speaking and presentation skills
- Self-starter, comfortable with taking initiative
- An individual who works well both independently and collaboratively
- Proven ability to manage multiple projects, deadlines and competing priorities
- Courteous and professional at all times
- Willingness to adopt a flexible work schedule during peak campaign seasons
- Willingness to travel when required, driver's license, access to a vehicle



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Join Us

After 143 days and 5,373 kilometres, Terry was forced to stop running outside of Thunder Bay. Before returning to BC for treatment Terry said, *"I'm going to do my very best. I'll fight. I promise I won't give up."* He never did. And neither will we. If you are passionate about making a difference in the lives of people with cancer, we want to hear from you! We offer compensation commensurate with experience and a comprehensive benefits plan. We thank all interested parties for their interest, please note only candidates selected for interviews will be contacted.