



## The Terry Fox Foundation

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**Job title:** Philanthropy Engagement Manager

**Reports to:** Director, Philanthropy

**Employment type:** Permanent, Full-Time

**Date:** March 2023

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### The Terry Fox Foundation

Driven by Terry's courage and determination, the Terry Fox Foundation inspires people in Canada and around the world to support bold, extraordinary research to end cancer. Nearly 1 in 2 Canadians will be diagnosed with cancer in their lifetime. For more than 40 years, The Terry Fox Foundation has worked hard to achieve Terry's vision which unites and inspires us. We want to ensure that today's best science translates to better options and outcomes for those facing cancer.

There is no other non-profit organization in Canada that consistently rates as high as The Terry Fox Foundation in the hearts and minds of Canadians. The legacy of Terry Fox offers unprecedented opportunities to tell the story of this Canadian icon and inspire generosity. In addition to the signature Terry Fox runs across Canada and overseas, we are embarking on a pivotal opportunity to take the Philanthropy program to the next level, growing our team and capacity to increase the engagement of our supporters and make a transformative impact in cancer research.

### Position summary

The Philanthropy Engagement Manager will be a new role and part of a dynamic, mission-driven Philanthropy team. Reporting to the Director, Philanthropy, and working in partnership with the full Philanthropy team, the incumbent will play a key role in growing regular giving revenue streams and developing overarching donor engagement and stewardship strategies to meet our ambitious fundraising goals.

The successful candidate will be a creative and solution-oriented self-starter with a passion for engaging and stewarding a wide range of donors. This person will be capable of identifying opportunities and processes that will enhance positive donor experiences and will execute a shared goal to cultivate, engage and retain new and existing philanthropic supporters.



### **Principal Duties and Responsibilities**

- Support the development and implementation of a best-in-class stewardship program including donor acknowledgement, reporting and mission engagement.
- Proactively identify and execute meaningful engagement opportunities that foster relationships with new and existing philanthropy donors (webinars, impact updates, cultivation events and activities).
- Identify segment strategies and opportunities to increase number of foundation donors, revenue and retention for monthly donors, tribute giving and other (non-run) Foundation donor audiences.
- Connect with supporters (at 3 to 5 fig. gift levels) through regular touch points and outreach.
- Support a positive donor experience by responding to portfolio-related donor inquiries, engaging internal and external stakeholders as appropriate to gather information and seek donor-friendly solutions.
- Collaborate with the Marketing and Philanthropy teams to leverage and implement campaign resources, activities and outreach.

### **Success Will Be Measured By:**

- Increased stewardship of philanthropy donors and growth in the connection they have to their impact, ideally also resulting in an increased year over year retention.
- Sustainable year-over-year growth of philanthropic revenue from monthly donors, tribute giving and other (non-run) Foundation donor audiences at 3- to 5-figure levels
- Ability to collaborate effectively across the organization and project manage key initiatives in coordination with the philanthropy team and others.
- An investment in developing improved systems and processes, ensuring an excellent donor and partner experience.
- Ability to exemplify the mission, goals and values of The Terry Fox Foundation.



## Qualifications

- A minimum of 3 years direct experience in donor relations or development.
- Excellent customer service and interpersonal communications skills and an ability to work with both internal and external stakeholders.
- Knowledge and experience across a variety of fundraising channels would be an asset.
- Ability to think critically and be solutions oriented with the capacity to balance competing priorities, complex situations and tight deadlines.
- Strong written and verbal communication skills, ideally both in English and French.
- High level of proficiency and accuracy in Word, Excel, PowerPoint and in Customer Relationship Management (CRM) software.
- Ability to effectively develop strong cross-functional working relationships, evidenced by a track record of teamwork and collegiality, building relationships within and beyond the Philanthropy department in a hybrid working environment.
- Exceptional organizational, time management, analytical skills.
- Membership in AFP and/or CAGP and/or working towards CFRE an asset.
- Adherence to the Donor Bill of Rights and Code of Ethics.

## Join us!

The Terry Fox Foundation offers a comprehensive salary and benefits package. This role will be hybrid with an expectation of a minimum 2 days per week in the Burnaby head office in BC. There will be an occasional expectation of travel to support donor meetings, Foundation events and team planning.

**If this sounds like you and this role is a fit for your skills and experience, please submit a cover letter and resume, including your salary expectations, to Shellbie Wilson, Director, Philanthropy at [shellbie.wilson@terryfox.org](mailto:shellbie.wilson@terryfox.org) by April 21, 2023. While we thank all applicants for their interest, only those selected to move forward in the interview process will be contacted.**