



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: Senior Development Officer, Teams Program (permanent/full-time)

Reports to: Senior Director, Community Development

A member of The Terry Fox Foundation Teams Department, the Senior Development Officer is tasked with the responsibility of Team Program development and execution including fundraising strategy, stewardship and communications plans, recruitment and networking. The Senior Development Officer is directly responsible for Ontario Teams stewardship as well as sharing best practices across the country. This role offers a unique opportunity to manage stewardship communications, use P2P fundraising technology (Crowd Change and Salesforce), and engage directly with Foundation supporters.

This is a hybrid position, with the exception of Run high season (July-October) when employees report to office.

The Position

- Foster positive relationships with prospective and existing Terry Fox Team Captains (3100+), primary contact for ON based Teams (2000+)
- Responding to enquiries from supporters and volunteers
- Contribute to Team Program strategy, including acquisition, retention, stewardship, and recognition
- Collaborate with regional Directors of Community Development to promote Teams program strategy
- Support volunteer Terry Fox Run Organizers and committees to enhance Team engagement
- Collaborate on the production and design of program content and collateral
- Lead the development and distribution of digital communications via Mailchimp, direct stewardship email messaging, and post-Run surveys and acknowledgements
- Manage content on the Team section on terryfox.org
- Oversee Team mailings (certificates, holiday cards, recruitment materials, Run collateral)
- Oversee Terry Fox Teams merchandise strategy, including reporting, fulfillment, and liaising with external printer for custom orders
- Manage Teams Program social media accounts, liaise with Marketing department regarding TFF's social media calendar and content
- Oversee Team data management and reporting using CRM (Salesforce), online platforms (CrowdChange) and various database platforms
- Accurately enter data into CRM, and verify the accuracy and completeness of information
- Implement standard methodologies to help achieve Team program goals

The Successful Candidate

- 4+ years of demonstrated fundraising/non-profit experience
- Demonstrated ability to inspire and lead
- Ability to multitask, thrive in dynamic environment with competing priorities
- Comfortable taking initiative, a self-starter
- Collaborative team player
- Exceptional communication skills, both written and public-speaking
- Data-driven, detail-oriented, and accurate
- Excellent knowledge of MS Office and Salesforce CRM
- Familiarity with Canva or Adobe InDesign
- Understanding of Mailchimp marketing, automation and email marketing platform
- Willingness to adopt a flexible work schedule during peak campaign seasons
- Willingness to travel when required, driver's license, access to a vehicle
- Ability to work in Canada

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. Please send CV and cover letter directly to Bruna Raimondo, Senior Director, Community Development, at bruna.raimondo@terryfox.org. We thank all interested parties for their interest, please note only candidates selected for interviews will be contacted.