



Job Title: Manager, School Runs – AB, NWT, NT

Reports to: Senior Director, School Runs

Employment Type: Full time

Terry Fox Foundation

Nearly 1 in 2 Canadians will be diagnosed with cancer in their lifetime. For 45 years, we have worked hard to achieve Terry's vision – a world without cancer. Terry's vision unites us and inspires our 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 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 and story of Terry Fox offers unprecedented opportunities to tell the story of this Canadian icon, promote the significant impact of Terry Fox Foundation, and inspire generosity.

Position Summary

The Manager of School Runs for AB, NWT, and NT is a regional position that oversees the delivery of all school based fundraising efforts while fulfilling the mission of Terry Fox Foundation to support cancer research. This individual will represent their specific region(s) to schools and stakeholders while following a national strategy of fundraising initiatives, strategies and engagement activities.

Essential Duties and Responsibilities:

- Responsible for meeting regional school fundraising targets and managing operations budget
- Follow, implement and contribute to annual fundraising strategy to support revenue forecasts
- Create presentation tools and resources as needed to support stakeholder engagement
- Maintain CRM Salesforce data integrity of school registrants and participants
- Source and solicit new schools, create data lists for recruitment strategies
- Support stewardship/retention strategies with School Run stakeholders
- Deliver virtual and in person school visits and develop travel itineraries for guest presenters
- Process school merchandise orders including data entry, invoicing and shipping
- Process school financial submissions and donor documents for accurate data entry
- Collaborate with National School Team and lead additional fundraising projects and initiatives
- Analyze yearly data to determine strategy for subsequent years
- Collaborate on asset ordering, inventory and distribution of School Run assets
- Submit grant applications from various governmental and non-governmental sources; ensuring adherence to their guidelines, and maintain good relations
- Supervise summer students and administrative staff to fulfill general office administrative tasks
- Respond to all school telephone and email inquiries from all stakeholders

- Collaborate with regional office coworkers to ensure office is properly resourced and staffed
- Engage in all administrative tasks related to above mentioned portfolio: mailings, deposits, data base maintenance, inventory management and control, invoice payments, staff timesheets

Required Qualifications:

- Strong people skills to support in person, email and telephone comms/stewardship
- Proven public speaking skills to deliver presentations to large groups of school age students
- Proficient in MS Office Suite with intermediate to advanced experience in excel
- Demonstrated ability to multi-task with changing priorities
- Comfortable taking initiative, a self-starter, and able to collaborate with others
- Courteous and professional manner when dealing with the public and all stakeholders
- Ability to work cooperatively and build relationships with school stakeholders
- Energetic, dedicated, and flexible individual who works well on their own and as part of a team
- Demonstrated ability to inspire, motivate and support volunteers
- Able to work flexible hours during peak Run season
- Driver's license and access to a vehicle, may require travel within assigned region(s)

Join Us

After 143 days and 5,373 kilometres, Terry was forced to stop running outside of Thunder Bay, Ontario. 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 Terry Fox and his Marathon of Hope have meaning for you and you are passionate about making a difference in the lives of people who battle cancer, Terry Fox Foundation would like to hear from you. We offer compensation commensurate with experience and a comprehensive benefits plan.

Thank you for your interest in our position. Please submit resume and cover letter to wendy.fric@terryfox.org. Only applicants that are selected to move forward in the recruitment process will be contacted.