



**Job Title:** Donor Relations Officer, Legacy and Lifetime Giving  
**Reports To:** Senior Director, Legacy and Lifetime Giving  
**Location:** Full-Time Permanent (35 hours/week), Hybrid  
**Employment Type:** Fundraising, Operations, Program Management, Stewardship  
**Start Date:** November 2025

## The Terry Fox Foundation

The Terry Fox Foundation stands as one of Canada's most iconic and impactful charitable organizations, rooted in the extraordinary legacy of Terry Fox. In 1980, after losing his leg to osteogenic sarcoma, Terry embarked on the Marathon of Hope—a cross-country run to raise awareness and funds for cancer research. His journey, marked by courage, resilience, and unwavering determination, captured the hearts of Canadians and inspired a nationwide movement.

Although Terry's run was cut short after 143 days when his cancer returned, his dream lives on. Today, the Terry Fox Foundation continues to uphold his vision by funding innovative cancer research and inspiring millions through his story. With over 10,000 annual Terry Fox Runs held in communities across Canada, the Foundation plays a vital role in fostering national unity, promoting health and wellness, and advancing scientific discovery.

For over four decades, the Foundation has united Canadians in the pursuit of a world without cancer. Every donation, every step taken in Terry's name, fuels groundbreaking research and brings hope to millions. Joining the Terry Fox Foundation means becoming part of a legacy that dares the impossible—and works every day to make it possible.

## A Dynamic Role to Drive Philanthropic Impact

The **Donor Relations Officer, Legacy and Lifetime Giving** at the Terry Fox Foundation is a key role engaging supporters across a robust suite of giving programs, including annual, monthly, tribute, and legacy giving. Reporting to the Senior Director, Legacy and Lifetime Giving, this position offers an exciting opportunity to contribute to a high-performing team that is committed to inspiring generosity that will carry forward Terry's vision of ending cancer.

## Why This Role Matters

This role is at the heart of our efforts to engage, inspire, and retain supporters across multiple giving programs. It combines creativity, organization, and relationship-building skills with a strong focus on managing and translating data into understanding supporters as individuals - their values, motivations, and aspirations. In this role you'll personalize communications, deepen donor trust, and build the foundation for long-term relationships.

## What You'll Achieve

- **Program Management:** Implement and deliver annual, monthly, tribute, and legacy giving initiatives. Ensure effective execution of campaigns and activities that not only meet revenue goals but also enhance the giving experience.

- **Data Management & Reporting:** Maintain accurate donor records, process and reconcile gifts, track performance metrics, and elevate segmentation and personalization. Generate insights that guide strategic decisions.
- **Donor Engagement & Communication:** Connect supporters with the impact they most care about, ensuring their generosity achieves its fullest potential. Deliver stewardship experiences that demonstrate outcomes and gratitude.
- **Cross-Functional Coordination:** Work with marketing, finance, and stewardship teams to ensure consistent, meaningful donor journeys. Support the pipeline to major and transformational giving by facilitating donor touchpoints that build trust and foster long-term commitment.
- **Collaborative Design:** Partner with the Senior Director and team to design, implement, and assess fundraising campaigns that advance the Foundation's strategic goals while connecting meaningfully to supporter aspirations.
- **Flexible & Fast-Paced Execution:** Adapt to shifting priorities and manage multiple projects simultaneously, meeting deadlines while ensuring quality and responsiveness to supporters.
- **Continuous Improvement:** Experiment with emerging practices in donor engagement (digital personalization, behavioral science, inclusive stewardship) and share learnings with the team.

### Who You Are

- A highly organized, detail-oriented professional with 3-5 years of experience in fundraising, donor relations, or nonprofit administration.
- A tech-savvy professional comfortable working with CRM systems (e.g., Salesforce, Raiser's Edge), Microsoft Office Suite, and other digital tools (Canva, etc.)
- A proactive learner who can quickly build expertise in programs and processes and contribute innovative ideas for improvement.
- A strong and thoughtful communicator, skilled at providing excellent donor experiences through responsive service, clear information, and authentic connection.
- A collaborative team player who thrives in a fast-paced, high-energy environment where listening, adaptability, and problem-solving are key.
- A results-oriented professional focused on achieving fundraising goals while ensuring supporters feel valued and inspired.
- A mission-driven individual who is motivated by Terry Fox's legacy and vision.

### What Success Looks Like

- Growth in donor participation and revenue across annual, monthly, and legacy giving programs.
- Supporters increasingly describe their experience as personal, meaningful, and aligned with their values.
- Accurate, timely data and reporting that inform decisions and improve donor engagement.
- Strong collaboration with internal teams, producing well-aligned, high-impact fundraising initiatives.
- A recognized contributor to the Foundation's overall mission, delivering excellence in donor relations and advancing our capacity to support life-saving research.

This role will allow you to develop your skills, contribute to an extraordinary mission, and be part of a team dedicated to creating a world without cancer. If you're ready to grow, innovate, and make a difference, we invite you to join us.

### How to Apply

Your talents, passion, and dedication will help us continue Terry's legacy and make a lasting impact in the lives of so many. To begin a meaningful new journey with us, please submit a cover letter and resume to [careers@terryfox.org](mailto:careers@terryfox.org)

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.

To be considered for this position, applicants must be legally eligible to work in Canada at the time of application. The Terry Fox Foundation is unable to support work permit or immigration applications for this role. Employment is contingent upon the Foundation's receipt of all required documentation.

While we thank all applicants for their interest, only those selected to move forward in our screening process will be contacted. Details regarding compensation, including the salary and benefits package, will be discussed with candidates invited to interview.