



Job Title: Events & Stewardship Officer

Reports To: Senior Director, Stewardship

Location: Toronto, ON (Onsite + Hybrid)

Employment Type: Full-Time Permanent (35 hours/week)

Salary Band: \$70,000 – \$75,000/year + benefits, vacation, and matching pension plan

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.

Why This Role Matters

At the Terry Fox Foundation, we are building a world-class philanthropy team inspired by Terry's values of integrity, courage, determination, and compassion. As we enter a bold new chapter in the fight against cancer, this is your opportunity to contribute to a high-performing team and help advance our mission to *Finish It*.

About the Role

We are seeking a highly organized, detail-oriented **Events & Stewardship Officer** to lead the execution of donor events and stewardship initiatives, ensuring a seamless and meaningful donor experience from first engagement through ongoing recognition.

Reporting to the Senior Director, Stewardship, you will be responsible for translating strategy into high-quality execution and managing the operational delivery of donor events and stewardship activities. This is a hands-on role for a proactive project manager who excels at logistics, timelines, communications, and ensuring precision and care across all donor touchpoints.

Your work will bring our stewardship vision to life; coordinating donor meetings, executing cultivation and stewardship events, and designing thoughtful interactions that elevate the donor experience across all levels.



Key Responsibilities

Event & Donor Experience Execution

- Lead end-to-end planning and execution of donor events, including VIP meetings, lab tours, briefings, receptions, and milestone gatherings.
- Translate strategic objectives into detailed execution plans (timelines, run-of-show, staffing, onsite workflows).
- Manage all logistics: venues, catering, AV, transportation, accessibility, and guest experience.
- Serve as onsite lead, ensuring seamless delivery and timely issue resolution.
- Oversee guest management (invitations, RSVPs, seating, name badges) and post-event follow-up.
- Prepare event materials including briefing notes, agendas, and post-event communications.

Project & Workflow Management

- Develop and maintain project plans for all stewardship and event initiatives.
- Build and refine systems, templates, and tools to support consistent, scalable execution.
- Track event budgets and expenses, ensuring accuracy and alignment with approvals.
- Monitor deadlines, identify risks, and ensure tasks stay on track.
- Maintain organized records, documentation, and status updates.

Stewardship Initiatives & Donor Experience

- Support planning and delivery of year-round stewardship activities, including donor touchpoints, acknowledgements, and impact updates.
- Assist in executing personalized engagement opportunities and larger recognition or milestone events.
- Track donor engagement and stewardship outcomes, supporting reporting and process improvements.
- Ensure all stewardship interactions reflect donor preferences and uphold TFF values.
- Support the implementation of donor journeys and stewardship systems across all portfolios.

Vendor & Partner Coordination

- Source and manage relationships with venues, caterers, production teams, and other vendors.
- Gather quotes, assist with negotiations, and manage contracts and invoicing.
- Ensure vendors meet timelines, quality expectations, and budget requirements.

Internal Collaboration

- Partner closely with the Senior Director, Stewardship to execute strategic priorities.
- Collaborate with colleagues across departments to support donor engagement initiatives.
- Provide operational support to senior staff, researchers, and speakers participating in donor events.
- Contribute to post-event debriefs and continuous improvement efforts.
- Demonstrate flexibility and a collaborative mindset to support team needs.



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.