



Job Title: Director, Community Development (Halifax, NS)

Location: Halifax, Nova Scotia

Work Environment: Hybrid + In-Office + Community Travel)

5 days in office during peak season (August–October)

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

Department: Community Development

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.

About the Role

We are seeking a highly motivated, detail-oriented Director, Community Development (Nova Scotia) to lead provincial, community-based fundraising initiatives—including the Terry Fox Run, Ride of Hope, and special events, building on a 45-year legacy of support from communities across Nova Scotia.

Reporting to the Chief Operating Officer, you will be responsible for recruiting, coaching and supporting key volunteers, finding new revenue opportunities, and strengthening community connections. This role is suited to a hands-on leader who brings strong organizational, communication, and relationship-management skills to a wide assortment of volunteer and event experiences.



Key Responsibilities

Community Fundraising Leadership

- Lead provincial fundraising programs (Runs, Rides, workplace teams, special events).
- Grow revenue, participation, and event reach.
- Partner with the Teams Department on regional engagement strategies.
- Coordinate and distribute promotional materials for volunteer-led events.

Volunteer Performance & Retention

- Recruit, train, and support volunteers to meet participation and fundraising goals.
- Strengthen retention and succession planning through a positive volunteer experience.
- Deliver the annual Run Organizer Workshop; promote national learning opportunities.
- Engage volunteers via the national Facebook group and maintain accurate Salesforce records.

Stakeholder & Cross-Department Collaboration

- Build relationships with community leaders, donors, partners, and local organizations.
- Collaborate with regional colleagues and internal departments (Marketing, Finance, Teams, Operations).
- Work closely with the School Manager to align community and school engagement (not responsible for school fundraising).

Public Awareness & Community Engagement

- Coordinate speaking engagements and promotional tours, including September events with Fred Fox.
- Represent the Foundation at community, corporate, and media events.
- Build media relationships and respond to public, donor, and volunteer inquiries.

People Leadership & Operational Excellence

- Supervise staff, volunteers, and summer students.
- Manage Canada Summer Jobs funding where applicable.
- Ensure accurate reporting, administration, and data integrity.
- Support day-to-day office administration and upkeep to maintain an efficient workplace.

Operations

- Oversee donation processing and reconciliation for Runs, Rides, and community events.
- Ensure accurate tax receipting per Foundation and CRA guidelines.
- Prepare bank deposits and follow financial control procedures.
- Monitor all donation channels and safeguard donor and financial information.



Work Environment

- Hybrid model: 2 days in office + 3 days remote, except August–October (5 days/week in office).
- Regional and occasional interprovincial travel required.
- Some evening and weekend work during peak periods.

Qualifications

- Strong relationship-building, communication, and organizational skills.
- Experience in community fundraising, volunteer management, or community engagement.
- CRM experience (Salesforce an asset).
- English required; French/Bilingualism an asset.
- Valid driver's license and comfort with regional travel.

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

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.