



Title: IT Systems Coordinator (Salesforce & Technology Operations)

Reports To: Vice-President, Technology & Supply Chain

Location: Toronto, Ontario

Employment Type: Full Time Permanent (35 hours/week) (Hybrid, Min 2-3 days/week in person)

Salary: \$65,000 - \$75,000 annually + benefits

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.

Position Summary

We are seeking an early to mid-career IT professional passionate about social impact. You will help manage and improve our tech ecosystem, focusing on Salesforce (Core, Data Cloud, Marketing Cloud, CRMA), while supporting system administration, data processes, and daily operations, while developing your skills and ownership over time.

Key Responsibilities

Salesforce & Data Management: Manage Salesforce (Sales/Service Cloud/NPSP) and maintaining data quality

- Contribute to Data Cloud (Data 360) workflows and integrations
- Help execute Marketing Cloud campaigns and manage related data processes
- Build and update dashboards and reports in Tableau CRM (CRMA)
- Maintain user access, roles, and permissions under guidance
- Keep system documentation and process records current and well organized



Technology Operations

- Maintain IT asset inventory (hardware, software, licenses)
- Coordinate onboarding and offboarding activities (access, training)
- Act as a first point of intake for technical requests and ensure proper follow-up and resolution
- Maintain clear documentation for systems, tools, and workflows
- Assist with coordination and tracking of third-party tools and platforms

Security & Compliance

- Help maintain system access records and basic audit documentation
- Contribute to data protection and compliance efforts appropriate to a non-profit environment (Awareness training, policy reviews and versioning)

Collaboration & Continuous Improvement

- Work closely with teams across fundraising, programs, and operations
- Help identify ways to improve system usage, data quality, and internal processes
- Learn and apply new Salesforce features and evolving technologies
- Contribute to a collaborative, mission-driven, and learning-focused environment

Essentials & Qualifications

- Early career experience with Salesforce or a similar CRM (internship, academic, or professional)
- Strong attention to detail and organizational skills
- Basic to mid-level understanding of data concepts (data quality, reporting, structure)
- Ability to follow and improve processes
- Strong communication skills with both technical and non-technical teams
- Eagerness to learn, take initiative, and grow in a technology role
- General familiarity with business applications and IT systems
- Working knowledge of Microsoft 365, cloud computing, and common business application and IT Systems
- Proficiency in Excel and similar tools

Desirable Skills

- Exposure to Salesforce tools such as Data Cloud, Marketing Cloud, or Tableau CRM
- Basic understanding of SQL or data querying concepts
- Familiarity with system integrations or APIs
- Awareness of cybersecurity basics (MFA, access control, data protection, Security Awareness Training)
- Experience working or volunteering in a non-profit or mission-driven organization



Ideal Candidate Profile

- Interested in building a career in systems, data, or Salesforce administration
- Curious, adaptable, and open to learning new technologies
- Organized and process-oriented, with strong attention to detail
- Motivated by contributing to meaningful, mission-driven work
- Enjoys collaborating with diverse teams and improving how systems are used

What We Offer

- Opportunity to contribute to meaningful, mission-driven work
- Hands-on experience with Salesforce and modern data tools
- Learning and professional development opportunities
- A collaborative, inclusive, and values-driven environment

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 will be accepting applications until June 15th, 2026.

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.