



Job Title: Program Officer, Run Team

Reports To: Vice President, Community Events & Engagement

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

Location: Port Coquitlam **or** Calgary TFF office. Hybrid - minimum 2 days in office/5 days during peak campaign season (August – October)

Compensation: \$70,000-75,000

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.

Position Summary

The **Program Officer, Run Teams Engagement** manages a portfolio of 1,300+ fundraising teams that raise over \$1.5 million each year. Situated within the Teams Department, and collaborating with regional Community Directors and volunteers, the Officer's primary responsibility is program growth in Alberta, British Columbia, Yukon, and Northwest Territories. The Officer oversees all aspects of stakeholder relationships including implementing fundraising strategies and stewardship initiatives, contributes to effective communications, manages regional inventory and order fulfilment, and local recognition initiatives.

This position may be anchored in either the Terry Fox Foundation's Port Coquitlam, BC or Calgary, AB office. We will consider applicants from both regions with a commitment to recruit the most qualified candidate to fulfill the mandate for this position.

Areas of Responsibility

- Entrusted with 1,300+ Team and volunteer relationships in western Canada.
- Primary contact and support for regional stakeholders including volunteers, donors, corporate and community partners.
- Development a prospect pipeline for new engagement and program growth.
- Assist in development of custom Team collateral.
- Contribute to cultivation and retention strategies.
- Create meaningful stewardship experiences and engagement and fundraising events.
- Main contact for online fundraising and donor experiences (CrowdChange).
- Report on operations, activity, and results.
- Maintain accurate and up-to-date records in CRM (Salesforce).
- Perform other duties as required to meet organizational needs.

Metrics for Success

- Increase in number of fundraising Teams.
- Meet/exceed annual revenue targets.
- Fostering and championing authentic relationships with key stakeholders.
- Passionate advocate of Terry Fox values and the Foundation's mission.

Qualifications

- 3-5 years of event/corporate fundraising experience.
- A proven relationship builder who excels at developing long-term partnerships.
- Strong communicator with excellent presentation and interpersonal skills.
- Demonstrated ability to work independently as well as collaboratively/cross sectionally.
- Detail-oriented, ability to multitask and thrive in a fast-paced, dynamic environment.
- Microsoft 365, Salesforce and CrowdChange proficiency.
- Willingness to work a flexible schedule, including weekends when required (Terry Fox Run launch day and Run weekend).

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, no later than October 23, 2025, 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.

