Job Title: Manager, School Runs – MB & SK
Reports To: Senior Director, School Runs
Location: Winnipeg, MB
Employment Type: Full-Time, Permanent 35 hours per week; Hybrid schedule (Dec-March; off-peak season only)
Compensation: $60,000-63,500 annually

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 Terry Fox Foundation is seeking a dynamic and organized **Manager of School Runs, MB & SK** to lead and support school-based fundraising initiatives across the region. This role is responsible for meeting regional fundraising targets, engaging school communities, and ensuring operational excellence in support of Terry's mission to end cancer.

Key Responsibilities

- Lead regional school fundraising efforts to meet revenue targets and manage the operations budget.
- Implement and contribute to the annual fundraising strategy to support national forecasts.
- Develop presentation tools and resources to support stakeholder engagement.
- Maintain data integrity of school registrants and participants in Salesforce CRM.
- Source and solicit new schools; create targeted data lists for recruitment campaigns.

- Support stewardship and retention strategies with School Run stakeholders.
- Deliver virtual and in-person school visits, coordinate travel itineraries for guest presenters.
- Process school merchandise orders, including data entry, invoicing, and shipping logistics.
- Manage school financial submissions and donor documentation for accurate data entry.
- Collaborate with the National School Team and lead additional fundraising projects and initiatives.
- Analyze annual data to inform future strategy and planning.
- Coordinate asset ordering, inventory, and distribution of School Run materials.
- Prepare and submit grant applications to government and non-government sources.
- Supervise summer students and administrative staff to support general office operations.
- Respond to school inquiries via phone and email with professionalism and care.
- Work collaboratively with regional office colleagues to ensure adequate staffing and resources.
- Perform administrative tasks including mailings, deposits, database maintenance, inventory control, invoice processing, and staff timesheet management.

Required Qualifications

- Strong interpersonal skills for in-person, email, and phone communications.
- Proven public speaking ability, especially with school-aged audiences.
- Proficiency in Microsoft Office Suite, with intermediate to advanced Excel skills.
- Proficiency in Salesforce CRM or similar database systems, with a focus on data integrity and reporting.
- Demonstrated ability to manage multiple priorities in a fast-paced environment.
- Self-starter with initiative and a collaborative mindset.
- Professional and courteous demeanor in all stakeholder interactions.
- Ability to build and maintain strong relationships with school communities.
- Energetic, dedicated, and flexible team player.
- Experience inspiring and supporting volunteers.
- Willingness to work flexible hours during peak Run season.
- Valid driver's license and access to a vehicle; travel within assigned region may be required.

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.