

Manager, Fund Development – Ontario

Status: Full-Time

Location: Toronto, ON

*Are you an influential communicator? Someone who enjoys building lasting relationships?
Seeking to make a difference in the not-for-profit world and in people's lives? Do you
want to work for an amazing cause at a successful national charity?*

If so, we'd love to hear from you!

About Us:

Cystic Fibrosis Canada (CFC) is a national charitable not-for-profit corporation established in 1960, and is one of the world's top three charitable organizations committed to finding a cure for cystic fibrosis (CF). As an internationally recognized leader in funding innovation and clinical care, we invest more in life-saving CF research and care than any other non-governmental agency in Canada.

Overview:

As the Fund Development Manager you will be responsible for ensuring the success of the Toronto Walk to Make Cystic Fibrosis History. Secondary responsibilities include managing the success of the Scotiabank Toronto Waterfront Marathon team, managing the Toronto & District Community Event portfolio and supporting volunteers with other chapter events as required. In this role you will have one direct report; Coordinator, Fund Development – Ontario and will report directly to the Chief Executive Director, Growth Strategy & Operations – Ontario.

Qualifications & Skills:

- Post-secondary certificate/diploma in Fundraising, Event Planning or another related field;
- Experience in fundraising and/or event planning, preferably in peer-to-peer fundraising events;
- Highly organized with strong attention to detail;
- Ability to multi-task and manage multiple responsibilities with competing and changing priorities
- Exceptional customer service and relationship management skills (diplomacy, discretion and tact), with the ability to respond to various levels of expectations from a variety stakeholders
- Ability to work independently and make sound decisions and judgements
- Experience with volunteer management
- Superior written and oral communication skills
- Cooperative team player
- Demonstrate initiative, resourcefulness, creativity and flexibility

- Some experience with Raiser’s Edge an asset
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Responsibilities:

- Act as regional lead for the Walk to Make Cystic Fibrosis History, including the development and execution of the regional Walk strategy, providing support to Ontario walks, and liaison between the region and the national events team
- Manage the planning, organization and implementation of the Toronto Walk to Make Cystic Fibrosis History (May) and the Scotiabank Toronto Waterfront Marathon team (October), designed to raise funds, drive community and volunteer engagement and increase CF awareness
 - Increase the gross revenue
 - Develop and manage the participant communications plan
 - Support media and promotions: print, digital, outdoor, radio, tv and social media
 - Manage budget/expenses
 - Create and follow a clear, efficient and relevant critical path for all pre-, day of and post- logistical tasks
 - Recruit and manage the Volunteer team
 - Create a unique, impactful, user-friendly and enjoyable event-day experience
 - Steward key relationships: local and national sponsorship partners; participants; volunteers and vendor partners
 - Increase CFC visibility and awareness
 - Increase community/volunteer engagement
- Manage the planning, organization and implementation of the Scotiabank Toronto Waterfront Marathon team.
- Support the Toronto & District Chapter Community Event portfolio
 - Ensure that all Community Event organizers are properly, promptly and appropriately supported, monitored and stewarded
 - Ensure all assigned task from other Chapter Events are completed promptly and effectively
- Provide support to Third Party Regional events including event logistics, committee relations and sponsorships.
- Look for opportunities to enhance current event fundraising
- Represent Cystic Fibrosis Canada at events

How to Apply:

Please submit your resume and cover letter to hr@cysticfibrosis.ca. Please indicate “**Manager, Fund Development – Ontario**” in your subject line, and include your salary expectations.

*Note: All job postings will be open a minimum 5 business days from the date of posting.

While, we wish to acknowledge all applicants, only those selected for an interview will be contacted.

Cystic Fibrosis Canada is committed to making the recruitment process accessible to all candidates. Accommodations for disabilities are available upon request.

For additional information on our values (Excellence, Accountability, Caring & Teamwork), Cystic Fibrosis Canada and the courageous fight being waged against this disease, please visit www.cysticfibrosis.ca.