

## **SENIOR MANAGER, DEVELOPMENT**

**Permanent, Full-time**

**Toronto, Ontario (20 Queen Street West, Suite 702) – Hybrid**

**\$60,000 - \$70,000/per annum**

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### **THE ORGANIZATION**

Childhood Cancer Canada (CCC), established in 1987, is Canada's leading foundation dedicated to providing support and programming for families affected by childhood cancer and is the primary charitable funding partner of clinical trials and childhood cancer research for C17, comprised of Canada's leading pediatric oncologists and hematologists. More than 10,000 children in Canada are in treatment for cancer right now and about one in five will not survive beyond five years. Cancer is the number one cause of death by disease of children in Canada. CCC is focused on saving, enhancing, and extending the lives of kids with cancer.

### **ABOUT THE OPPORTUNITY**

Reporting to the Director, Integrated Marketing, Partnerships and Events, the Senior Manager, Development will support CCC in achieving its mission, to raise funds and awareness for children with cancer. The successful candidate is a highly organized individual with an entrepreneurial spirit that can support and execute annual fundraising campaigns, while building and strengthening new and existing relationships with foundations, individual donors, prospects, and volunteers. The Senior Manager will grow the development portfolio through the successful identification, cultivation, stewardship, and solicitation practices. The incumbent will foster a culture of philanthropy while demonstrating dignity, professionalism, and a collaborative work ethic to enhance the profile of CCC and grow its capacity to serve childhood cancer families nationally.

This is a once-in-a-career opportunity to help build the next generation of engaged Canadians who are dedicated to creating victories for children living with cancer in Canada.

### **DUTIES & RESPONSIBILITIES**

#### **Fundraising**

In conjunction with the Director, Integrated Marketing, Partnerships and Events, the Senior Manager, Development is responsible for:

- Identification, cultivation, solicitation and stewardship of individual, corporate and foundation prospects who have the capacity to give at a gift level of \$5K+.

- Mine existing database to maximize financial support by evaluating current gifts and relationships.
- Implement cultivation and solicitation strategies that inspire donors to make multi-year commitments.
- Work collaboratively with the CCC Board of Directors and volunteer committee(s) to identify, cultivate, close and steward major gifts to achieve annual revenue goals.
- Prepare briefing packages and committee and board reports.
- Design and implement solicitation strategies and proposals to secure funding for high priority projects/initiatives.
- Working collaboratively with the Marketing and Communication Manager, develop proposals, cases for support, letters, solicitation packages, stewardship reports and other relevant materials in a timely fashion.
- Prepare engagement strategies, and plan, schedule and conduct cultivation and solicitation meetings.
- Manage and monitor major gift budget to ensure revenue targets are met.
- Maintain accurate constituent records and ensure all donor touchpoints and moves management actions are recorded in Raiser's Edge NXT database.
- Responds to all major gift donor-based inquiries.
- Assist the Executive Director on special projects that will enable the team to meet annual and strategic planning goals.
- Support Foundation signature events and cross functional teams through open communication to ensure alignment with both new and established donor plans.
- Stay current with major gift and legacy giving trends as well as share updates on community, economic and philanthropic giving.

## Stakeholder Engagement

- Establishes and maintains a wide network of external relationships with key stakeholders including sponsors, donors, community liaisons, volunteers, media, families, and suppliers.
- Establishes and maintains relationships within the organization and across the volunteer network ensuring a teamwork approach when appropriate.
- Develop strategic touch points for donors to inform them of initiatives that align with their support including clinical breakthroughs, research, events, and relevant initiatives.
- Identify opportunities to recognize and steward donors for their contributions, including thank you calls, written correspondence and impactful reporting.
- Schedule and actively participate in stewardship meetings between clinicians and prospects or current donors where appropriate.

## Administrative

- Becomes familiar with and understands gift administration and accounting procedures ensuring compliance with CCC management practices.

- Utilizes strong administrative and computer skills to complete all administrative and data management tasks associated with fundraising on a timely basis.
- Utilizes creativity in the development and design of PowerPoint presentations and other materials to support fundraising activities.
- Attends and actively participates in meetings (internal and external) when appropriate.
- Other duties as assigned.

## **QUALIFICATIONS**

- Minimum 5 years of experience in a fundraising role or a related field, or an equivalent combination of formal education and relevant experience.
- Post-secondary education.
- Excellent interpersonal, oral, and written communication skills to work effectively with internal and external stakeholders.
- Exemplary attention to detail with excellent planning, organizational and time management skills.
- Strong strategic aptitude with a demonstrated ability to problem solve and handle a range of assignments with multiple timelines.
- Developed leadership and people management skills.
- Possess a professional and mature presence with the ability to passionately represent Childhood Cancer Canada in small and large encounters.
- Regular business hours, with occasional weekend and evenings required
- Proficiency in the full suite of Microsoft Office products and internet tools. Familiarity with and aptitude for Raiser's Edge required.

## **HOW TO APPLY**

Interested applicants should forward their resume and cover letter explaining why you believe you are the best candidate. **Please submit your updated resume and a covering letter that expresses your interest and alignment with the role to: Angie Ramalho, Director, Integrated Marketing, Partnerships and Events to [angie@childhoodcancer.ca](mailto:angie@childhoodcancer.ca) and indicate Senior Manager, Development in subject line by January 29, 2023.**

Childhood Cancer Canada is an equal-opportunity employer and encourages all qualified individuals to apply. If you are the successful candidate and require accommodation, CCC will work with you to meet your needs.

The successful candidate will need to undergo a successful Vulnerable Sector Screening Police check.