

Senior Coordinator, Events

Location: Hybrid - Toronto, Ontario

Position Type: Permanent Full Time

Salary: \$50,000 - \$60,000

Position Overview

Reporting to the Senior Manager, Events, the Senior Coordinator, Events plays a key role in advancing Childhood Cancer Canada's (CCC) mission to raise funds and awareness in support of children with cancer and their families. This position is responsible for the coordination, execution, and delivery of CCC's signature fundraising events and for nurturing and growing the organization's third-party and community fundraising portfolio.

The ideal candidate is relationship-driven and highly organized, with demonstrated experience in event management, sponsorship development, peer-to-peer fundraising, marketing and communications, public speaking, volunteer engagement, and stakeholder relations. The Senior Coordinator, Events fosters a strong culture of philanthropy and collaboration, consistently demonstrating professionalism, integrity, and responsiveness while enhancing CCC's profile and fundraising impact nationwide.

Key Responsibilities

Fundraising & Event Management

In collaboration with the Development Team, the Senior Coordinator, Events is accountable for a portfolio of fundraising activities, including CCC-lead signature events, third-party events, cause-marketing campaigns, and community partnerships.

- Support strategies to grow revenue from first-party and third-party events and cause-marketing initiatives.
- Apply fundraising best practices to plan, manage, and evaluate events and related fundraising activities.
- Support the delivery of all major fundraising initiatives, including signature events, peer-to-peer campaigns, third-party fundraising, and licensed gaming events.
- Ensure all fundraising initiatives and donor engagement activities align with CCC policies and applicable regulations.
- Support the successful implementation of fundraising initiatives by providing guidance, tools, materials, volunteers, and ongoing partner support.
- Track event performance, timelines, and deliverables to ensure high-quality execution and positive participant experience.

Relationship Building & Sponsor Engagement

- Build and maintain strong relationships with sponsors, donors, community partners, volunteers, suppliers, and other key stakeholders.
- Engage and support volunteer committees and third-party fundraisers, fostering positive and productive relationships.
- Develop and support sponsor and donor solicitation, stewardship, and recognition strategies in collaboration with the Senior Manager, Events.
- Work closely with the Marketing and Communications team to support compelling, timely, and engaging event communications.
- Facilitate donor and sponsor cultivation, solicitation, acknowledgement, and stewardship communications related to events.
- Perform other fundraising, outreach, and engagement duties as assigned.

Skills & Abilities

- Analytical, strategic, and creative thinker with a strong commitment to continuous learning.
- Highly collaborative, with the ability to work effectively across teams and with diverse stakeholders.
- Proactive self-starter who anticipates needs, takes initiative, and balances strategic and day-to-day priorities.
- Ability to work under pressure, manage competing deadlines, and respond professionally and promptly.
- Strong judgement and problem-solving skills, with experience identifying and mitigating risks.
- Organized, detail-oriented, and comfortable managing multiple priorities and budgets.
- Excellent written and verbal communication skills, with the ability to present ideas clearly and persuasively.
- Adaptable and flexible, with a positive and solutions-oriented approach in a changing environment.

Qualifications

- Diploma or post-graduate certificate in event management, fundraising, or a related field.
- Minimum of three (3) years of progressive professional experience delivering large-scale events, securing sponsorships, and managing third-party fundraising programs, preferably in the charitable sector.
- Demonstrated success in sponsorship or sales, including lead identification and qualification, proposal development, solicitation, negotiation, closing, activation, and reporting.
- Experience working with volunteer committees and an understanding of effective volunteer engagement.
- Experience within the healthcare or pediatric/oncology sector is considered an asset.



- Proficiency in Microsoft Office and experience with fundraising and event platforms such as DonorPerfect, CrowdChange, Givergy, Race Roster and Stripe.
- Strong communication skills across multiple formats, including meetings, presentations, public speaking, proposals, pitch decks, logistics documents, and reports.
- Flexibility to work occasional evenings and weekends to support event delivery.
- Bilingualism (English/French) is a strong asset.
- Knowledge of Canada Revenue Agency (CRA) guidelines related to fundraising and receipting.

Why Join Childhood Cancer Canada

Childhood Cancer Canada (CCC) is the leading national charity dedicated to ensuring a world where no childhood is lost to cancer. The organization focuses on investment in research, family support, and public awareness. We believe that every child deserves access to the best care, the best treatments, and the best chance. Our work unites families, survivors, advocates, researchers, health partners, and supporters across Canada.

How to Apply

If this aligns with your experience and passion, we encourage you to apply.

Please submit your resume and cover letter outlining your interest and qualifications to:

Amber Bernard, Senior Manager, Events, events@childhoodcancer.ca. Please include "Senior Coordinator, Events" in the subject line.

Childhood Cancer Canada is an equal opportunity employer and encourages applications from all qualified candidates. Accommodations are available upon request throughout the recruitment process.

The successful candidate will be required to complete a satisfactory Criminal Record Check.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please note that inquiries by phone cannot be accommodated.