Childhood Cancer Canada
P.O. Box 17, 20 Queen Street W., Toronto ON M5H 3R3
www.childhoodcancer.ca
Charitable No. 8282 52346 RR0001

Position: Community Fundraising & Engagement Officer
Location: Hybrid, Toronto, Ontario
Position Type: Permanent Full-Time
Salary: $50,000 to $60,000 annually
Reports to: Associate Director, Events

Position Overview

This is a relationship-focused fundraising role with clear revenue accountability. The Community Fundraising & Engagement Officer manages third-party fundraising, peer-to-peer initiatives, workplace campaigns, ambassador engagement, and community partnerships. The position is responsible for developing scalable tools, resources, and engagement pathways that move participants from initial awareness and involvement toward fundraising and longer-term support.

The ideal candidate is an entrepreneurial fundraiser and community builder who can balance relationship development with measurable revenue growth. They are comfortable prospecting, coaching fundraisers, creating engagement resources, managing multiple relationships, and identifying opportunities for deeper donor and partner involvement.

Key Responsibilities

Community Fundraising and Revenue Growth

- Develop and implement an annual community fundraising and engagement plan with revenue, participation, retention, and growth targets.
- Build and manage a national portfolio of third-party fundraisers, peer-to-peer participants, workplace campaigns, community groups, and partners.
- Proactively identify, cultivate, recruit, and steward new fundraisers and partners while re-engaging past supporters.
- Coach community fundraisers by providing tools and guidance related to fundraising, promotion, sponsorship, logistics, and stewardship.
- Monitor revenue, expenses, pipeline, forecasts, and results, identifying opportunities for growth and renewal.
- Assess fundraising opportunities for mission alignment, risk, capacity, and revenue potential.

Community Engagement and Stewardship

- Develop and support workplace fundraising and engagement opportunities for corporate partners and employee groups.
- Create engagement packages that may include employee and school fundraising, awareness activities, volunteer opportunities, storytelling and matching-gift opportunities.
- Build relationships with community groups, service clubs, schools, associations, small businesses, and local networks.

- Collaborate with Development colleagues to identify community relationships with potential for sponsorship, corporate giving, major gifts, monthly giving or other philanthropic support.
- Coordinate appropriate relationship handoffs while maintaining a positive and connected supporter experience.
- Represent CCC at community presentations, workplace activities, networking opportunities and fundraising events.

Ambassador and Volunteer Engagement

- Lead the development and implementation of CCC's community ambassador framework including role descriptions, expectations, onboarding, resources and engagement pathways.
- Connect ambassadors and volunteers with appropriate opportunities in fundraising, storytelling, public speaking, advocacy, awareness and community outreach.
- Develop an annual calendar of meaningful engagement opportunities, with a focus on growth and development.
- Maintain regular communication and stewardship with ambassadors and community volunteers.
- Support local and national opportunities that empower participants to become community leaders and CCC champions.
- Support and evaluate ambassador and volunteer participation, retention, and experience.

Tools, Collaboration and Reporting

- Develop practical fundraising and engagement toolkits, templates, case studies, guides, and resources.
- Collaborate across departments to support community fundraising, family and survivor engagement, communications, and donor development.
- Maintain accurate fundraising and engagement records and provide regular revenue, pipeline, and engagement reporting.
- Identify opportunities to improve community fundraising resources, processes, and supporter experience.
- Ensure community fundraising, engagement and stewardship activities are recorded accurately in CCC's CRM database.

Qualifications

- Post-secondary education in fundraising, nonprofit management, community development, business, communications, events, or a related field, or an equivalent combination of education and experience.

- Minimum four years of relevant experience in community or peer-to-peer fundraising, third-party events, donor relations, volunteer engagement, business development, or a related area.
- Demonstrated experience achieving fundraising, partnership, sales, or revenue targets and managing a pipeline of prospects or supporters.
- Strong relationship-building, stewardship, communication, presentation, and customer service skills.
- Excellent project management, planning, organizational, and problem-solving skills.
- Ability to balance relationship development with revenue and operational priorities.
- Proficiency with Microsoft Office, digital fundraising platforms, and relationship management databases.
- Bilingualism in English and French is a strong asset.
- Ability to work occasional evenings and weekends and travel within Canada as required.
- Access to reliable transportation is required.
- Ability to support community activities and events, including moving materials, setup and teardown, and extended periods of standing or walking. Accommodations will be provided in accordance with applicable legislation

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. We invest in research, family support, public awareness and advocacy, bringing together families, survivors, researchers, health partners, advocates and supporters and supporters across Canada.

In this role, you will help create meaningful ways for communities across Canada to get involved, raise funds, and build lasting connections that strengthen support for children with cancer and their families.

How to Apply

Please submit your resume and cover letter outlining your interest and qualifications to **Amber Bernard, Associate Director, Events at events@childhoodcancer.ca**. Please include "**Community Fundraising & Engagement Officer**" 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.