

**CancerCare Manitoba Foundation**

is the only charitable organization exclusively fundraising for CancerCare Manitoba. CancerCare Manitoba's main goal is to eradicate a complex set of more than 200 diseases.

While CancerCare Manitoba works in partnership with Manitoba Health, some programs and services are not eligible for government funding. Since 2000, CancerCare Manitoba Foundation has granted more than \$125 million to help CancerCare Manitoba deliver the best research, patient care, treatment and support.

We are proud to support CancerCare Manitoba's internationally-recognized team of health professionals as they provide outstanding quality care for all Manitobans and their families living with cancer.

**Signature Events:**

[A Gold Plated Evening](#)  
[Challenge for Life](#)  
[Dragon Boat Festival](#)  
[Ride Inside](#)  
[Guardian Angel](#)

**To submit your candidacy:**

Send your cover letter and resume to [mmcintosh2@cancercare.mb.ca](mailto:mmcintosh2@cancercare.mb.ca) no later than January 8, 2020

**Only the candidates selected for interviews will be contacted.**  
**No solicitation.**

**FUNDRAISING & COMMUNITY ENGAGEMENT COORDINATOR**

The Fundraising and Community Engagement Coordinator is a key position within CancerCare Manitoba Foundation's Events department. CancerCare Manitoba Foundation holds five Signature Events each year. The net revenue from these fundraising activities is close to \$2.5 million. As an integral member of the Foundation team, the Fundraising and Community Engagement Coordinator will be responsible for driving peer-to-peer fundraising activity for these events.

We are seeking a dynamic, creative individual with a passion for fundraising and enhancing cancer care in our province to join our team and contribute to building the success of our Signature Events.

**Position Summary:**

The Fundraising and Community Engagement Coordinator is an enthusiastic and committed ambassador for CancerCare Manitoba Foundation responsible for stewarding existing event participants and engaging new participants, donors, event attendees and volunteers.

**Reporting Relationship:** Senior Manager, Events    **Duration:** Permanent  
**Hours of Work:** 37.5 hours/week – Evening and Weekends as required

**Duties and Responsibilities include but are not limited to:**

- Build strong working relationships; inspire, motivate and steward a portfolio of donors, fundraisers, participants, attendees and volunteers
- Assist in the development and implementation of the Foundation's Events, specifically team recruitment and retention, event coordination and administrative support
- Achieve and exceed fundraising targets and implement best practices in peer to peer fundraising to increase participation and event revenue
- Identify and develop key volunteers to optimize event participation
- Coordinate collateral materials necessary for event delivery. This includes marketing materials and website support
- Collaborate with Events and Development team to achieve objectives

**Requirements:**

- Demonstrated track record of planning, implementing and executing various fundraising initiatives
- Overall knowledge of key fundraising principles and processes
- Strong people skills and outstanding relationship builder
- Exceptional organizational skills and ability to balance multiple competing priorities
- Strong verbal and written communication skills as well as excellent presentation skills
- Ability to work independently and collaboratively
- Creativity, enthusiasm and a passion for fundraising and improving the lives of Manitobans affected by cancer
- Strong working knowledge of Microsoft Office programs
- Knowledge of databases (Raisers Edge and Luminate an asset)
- Maintain a high level of attention to detail while working in a fast paced environment