

Signature Programs Specialist

Regular Full Time

Ottawa, ON, CA

WHY JOIN THE CANADIAN CANCER SOCIETY (CCS)?

The Canadian Cancer Society works tirelessly to save and improve lives. We fund the brightest minds in cancer research. We provide a compassionate support system for all those affected by cancer, from coast to coast and for all types of cancer. As the voice for Canadians who care about cancer, we work with governments to establish health policies to prevent cancer and better support those living with the disease. No other organization does all that we do to improve lives today and to change the future of cancer forever.

COME AS YOU ARE

At CCS, we embrace everyone's uniqueness and recognize the strength that lies in differences. We believe in the power of our collective potential and strive to achieve a more diverse, inclusive, and equitable workplace to empower and create opportunities for all. We welcome and encourage applications from all qualified candidates regardless of their gender, age, religion, and nationality. Particularly equity deserving groups, such as members of the BIPOC, and LGBTQIP2SAA communities, people living with disabilities, veterans, and anyone who may contribute to the further diversification of the Canadian Cancer Society. Together we unite and inspire all Canadians to change the future of cancer.

Visit cancer.ca today.

JOB OVERVIEW

Reporting to the Manager, Signature Programs, the Specialist is accountable for implementing Signature Programs strategies, including Run for the Cure and Relay For Life Community, and achieving identified targets as outlined in the department plan. This includes maximizing revenue through building relationships with and coaching event organizing committees, event sponsors and key event stakeholders, as well as ensuring sound operational execution.

WHAT YOU'LL BE DOING:

Implementation of plans and activities related to the successful delivery of fundraising and stewardship strategies for assigned CCS Signature Programs.

- In collaboration with the Manager, contributes to the Fundraising & Stewardship project stream related to Signature Programs, developing tools, resources, and processes, and delivering associated training to support the Signature Programs function at CCS.
- Assist with the effective implementation and execution of assigned Signature Programs and meets or exceeds assigned revenue targets

- Identifies creative and innovative opportunities in the development or enhancement of existing Signature Programs
- Participates in team initiatives to revise or enhance Signature Programs strategies or to implement new activities and to conduct regular evaluations of events
- Follows all guidelines established by national leadership including, Marketing, Communications, Digital Support, Team People, IT and others
- Maintains the integrity of the CRM by complying with policies and procedures for data collection and entry systems.

Management and successful execution of assigned Signature Programs

- Manages and executes a specific Signature Programs portfolio fostering relationships by implementing nationwide strategies for assigned events to help grow revenue, participation and sponsorship.
- Provides leadership and support to assigned organizing committees. Coaches leadership volunteers to ensure sound implementation of community engagement strategies and operational plans of assigned events.
- Actively seek and secure new business for the CCS by prospecting, approaching and pitching to new and existing contacts.
- Works collaboratively with CCS corporate team to implement sponsorship solicitation, acquisition and stewardship strategies for assigned events.
- Actively contribute to our culture of justice, equity, diversity, and inclusion by encouraging dialogue that respectfully considers a wide variety of ideas, opinions, and suggestions.

QUALIFICATIONS:

- Post-secondary education such as acquiring a college diploma, as well as specialized technical/professional training and/or certification, or equivalent.
- One to three years of practical or job-related experience.
- Knowledge and understanding of Special Event fundraising as a component of an overall community giving plan.
- Experience leading stewardship and recognition strategies is considered an asset.
- A demonstrated donor centric approach to fundraising.
- Experience leading high-calibre volunteer organizing committees.
- Strong project management, event management and relationship management skills.
- Experience negotiating and fulfilling event related sponsorship and operational contracts.
- Superior verbal and written communication skills and proven interpersonal skills, including presentation and facilitation skills.
- Negotiation, problem-solving and diplomacy skills to resolve issues with stakeholders.
- Demonstrated ability to exercise sound judgement and maturity in dealings with a variety of constituents.
- Proven ability to accomplish goals and establish priorities with minimal direction.
- Ability to travel within Canada – i.e. a valid Driver's License.
- A flexible schedule which allows for multiple after-hours events and meetings.

- Working knowledge of Salesforce is considered an asset.

WHAT YOU CAN EXPECT FROM US:

CCS offers meaningful opportunities to help make a difference in the lives of Canadians with cancer, their caregivers, families and communities. We are committed to building and nurturing an inclusive community for our employees by highlighting their unique experiences. We value diverse skills and strongly encourage applications from all qualified candidates. CCS is committed to fostering a culture that is inspiring, supportive and exemplifies our core values:

CARING COURAGE INTEGRITY PROGRESSIVE.

In return for your skills and dedication, we offer an attractive compensation package that encompasses a competitive salary, excellent benefits, which include paid parental leave, paid family sick time and health insurance, and the opportunity to have a rewarding employment experience where your contributions can make a true difference every day.

HOW TO APPLY:

Qualified candidates are invited to submit their **resume, cover letter and salary expectations** by **May 25, 2022**. Please submit your application through our website: <https://cancer.ca/en/careers>

This position is assigned to salary band 4 (\$39,000 - \$60,000).

*CCS is committed to employment equity and encourages applications from all qualified candidates. In accordance with the local provincial **Accessibility Act**, accommodation will be provided as requested throughout the recruitment process. We want to make the interview process a great experience for you!*

We thank all candidates for their interest and advise that only those selected for an interview will be contacted.

Please note that in keeping with the mandate of CCS to model and promote healthy lifestyles, employees are not permitted to smoke in or about CCS premises or while carrying out CCS business.

As an employer, occupational health and safety legislation requires that we protect our workers from health and safety risks in the workplace. CCS has implemented a mandatory vaccination policy requiring that all staff who work in any of our physical workplaces must be fully vaccinated against COVID-19. All employees will need to attest to their vaccination status through a secure online form or automated applications. Reasonable accommodation and remote working will be discussed on a case-by-case basis.