

Job Title: Supporter Engagement Specialist

Location: Montreal, Quebec City

Work Model: Hybrid Work Model

Salary Band: 4 (\$39,000 - \$65,000 CAD)

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, across Canada and for all types of cancer. As the voice for people who care about cancer, we work with governments to shape a healthier society. No other organization does all that we do to make lives better today and transform the future of cancer forever.

Help us make a difference.

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, race, ethnicity, and nationality. Particularly equity deserving groups, such as members of the BIPOC, and 2SLGBTQI+ 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.

JOB OVERVIEW

The Supporter Engagement Specialist independently solicits and secures support from an account portfolio of donors, participants, companies and third-party groups, to help donors give in ways that are meaningful to them and supports to objectives of the organization.

WHAT YOU'LL BE DOING:

- Prospects, cultivates, solicits, secures, manages and stewards a prescribed level of new and existing partner and donor accounts independently to meet direct revenue goals for the CG Department
- Supports the Sr. Manager, and/or Manager, and the rest of their Supporter Engagement Team in the development of, donor and participant fundraising programs, including Run for The Cure, Relay for Life, IFE's, Special Events, Mid-Tier Donors, Community Foundations, Monthly Giving, One Time Gifts and other campaigns as they arise.

- Works in conjunction with the CGD team to ensure revenue goals are met for the program including a variety of appeals to returning and new donors and event participants to help maximize their giving to the CCS.
- Maintains current knowledge of peer-to-peer, special event, third party and signature event giving trends through on-going training, networking and research
- Monitors external markets to identify new partnership opportunities and engage in new business development
- Ensures the Society's policies and corporate and community development standards are adhered to by assisting national staff with interpretation and rationale
- Maintains the integrity of the CRM by complying with policies and procedures for data collection and entry into system.
- Works with other areas of CCS as partners to deliver the full donor experience, particularly in the areas of Signature Events, Community Events, Mass Marketing and Leadership Giving
- Contribute to our culture of justice, belonging, equity, diversity, and inclusion by ensuring that all staff feel represented and heard regardless of their gender, age, religion, ethnicity, and nationality or race.
- Other projects and duties as assigned

QUALIFICATIONS:

- Bilingual in English and French
- Related post-secondary education and/or equivalent combination of education and related experience in a multi-level non-profit organization, or similar levels of sales related experience
- Minimum three years fundraising or sales experience, with a focus on building and growing relationship
- Exceptional relationship management skills (active listening, speaking, presentation skills, motivational interviewing and negotiations)
- Excellent interpersonal skills and the capacity to communicate at all levels with confidence
- Exceptional time management skills
- Proficiency in MS Office (Word/Excel/PowerPoint/Outlook)
- Experience in a complex, diverse, not-for-profit organization an asset
- Working knowledge of Salesforce is considered an asset
- Valid driver's license and access to a vehicle
- Planned and unplanned evening and weekend work is required, and it may be without substantive notice
- Some travel would be required to attend donor meetings and events

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 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 dedicated to fostering a culture that is inspiring and exemplifies our core values:

COURAGEOUS UNITED CARING RIGOROUS

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 to the following link:**

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7da0a9eb-c7f2-490d-a0f7-779c58f6fd8b&cclid=19000101_000001&lang=en_CA&jobId=518618

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

OTHER INFORMATION:

*CCS is dedicated 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!*

*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.*

Privacy Disclosure

*We collect your **personal information** through forms, by phone or in person to evaluate your candidacy for the role(s) you have applied for, to contact you regarding your candidacy, and to generate recruitment-related reports. If selected for a position at CCS the information provided will be used for the purposes of pre-employment checks and added to your employee file. We may share your personal information with third parties, including recruitment consultants, within or outside your province or territory or outside Canada to carry out the purposes identified above, or as required by law. We may contact you by mail, email, phone or text. You can exercise your right to access your information or have it corrected, unsubscribe from communications or withdraw your consent by selecting these options within the ADP system, or by contacting privacy@cancer.ca. For more information about our **privacy practices**, visit cancer.ca/privacy.*

CONNECT WITH US:

[LinkedIn](#) | [Facebook](#) | [Twitter](#) | [YouTube](#)

#IND

#LI-VL1

#LI-HYBRID