

Officer, Community Fundraising (Bilingual)

Status: Full-Time - Existent position

Location: Montreal, Quebec - Hybrid

This job posting is available in French and English, in accordance with Quebec's language requirements.

We are committed to a human-centered recruitment process and **do not use AI tools** at any stage of candidate evaluation or selection process.

Cystic Fibrosis Canada is looking for our next **Officer, Community Fundraising (Bilingual)** to help Canadians with cystic fibrosis (CF) live **W/O Limits**.

Imagine life, health and hope **without limits**. You can help us lengthen life-spans and improve lives. Ensure CF care and support is available. Increase access to critical medicines. Help everyone in Canada's CF community live fully, beyond the limits of cystic fibrosis.

Are you ready to help Canadians live **without limits**? Apply today and change lives tomorrow.

WHO ARE WE?

Cystic Fibrosis Canada has dramatically changed the cystic fibrosis story, advancing research and care that has more than doubled life expectancy. Since being founded by parents in 1960, Cystic Fibrosis Canada has grown into a leading organization with a central role engaging people living with cystic fibrosis, parents and caregivers, volunteers, researchers and healthcare professionals, government and donors, all working together to change lives through treatments, research, information and support. Despite remarkable progress, the fight is not yet done; there are still Canadians left behind. The organization's goal is to keep pushing until all people with cystic fibrosis can experience a full, healthy life, without limits.

THE ROLE AND IMPACT:

The Officer, Community Fundraising (Bilingual) will report to the Director, Community Fundraising, and work alongside the Events and Community Fundraising Team as well as internal stakeholders to support fundraising through the execution of Cystic Fibrosis Canada event activity in Quebec.

The Officer, Community Fundraising will, first and foremost, be a fundraiser with strong planning and event management skills including logistics, program delivery, volunteer engagement and stewardship. This role is responsible for coordinating the execution of our do-it yourself Community (third-party) fundraising program activities as well as key national events in the Quebec market, ensuring fundraising and recruitment targets are met. This varied role will support a mix of fundraisers and donors who support

Cystic Fibrosis Canada by fundraising in the community through our Change Makers program, or by supporting our National Walk To Make Cystic Fibrosis History.

RESPONSIBILITIES AND OPPORTUNITIES FOR GROWTH:

Fundraising

- Contribute to departmental planning and goal setting, and track and evaluate progress against key performance indicators, providing regular reports and commentary to department leads.
- Monitor incoming funds in relation to relevant events/activities.
- Support fundraising growth through strong relationship management of donors and participants from third-party/events.
- Create and implement acquisition plans for event donors. Identify, cultivate and solicit new community fundraisers to support CF Canada.
- Work in collaboration with internal teams across CF Canada to ensure sponsorship benefits are met and post-event debriefs are provided in a timely manner.
- Achieve event revenue targets through maximizing event participation, donations, GIK donations and sponsorship.

Event Management

- Support a portfolio of third-party fundraisers and Event Participants in reaching their goals.
- Responsible for project management and execution of event activity including logistics (permits and local planning), utilizing, and following planning tools (critical paths), recruitment (participants and volunteers), budget and volunteer management, Health and Safety at events.
- Key point of contact for fundraisers, providing engagement and support on an ongoing basis. Support the coaching of volunteers and participants with fundraising ideas and advice to reach their goals.
- Build and deploy surveys and debriefs, supporting the analysis of post activity campaigns.
- Develop innovative ideas to enhance events and programs, including collateral and materials which are consistent with brand standards and key messaging.
- Support volunteer/committee recruitment and onboarding.
- Support with website inquiries for events including mailbox management (triaging messages and adhering to timely SLAs).
- Develop event websites where needed for members of the community.
- Cultivate and steward relationships with local event partners, vendors, sponsors, and participants.
- Attend events (where needed) to support local execution.
- Work in collaboration with the Quebec Director in knowledge sharing, prospect support and stewarding in support of other areas of CF Canada's work.

Stewardship, Marketing and Communications

- Develop fundraising and stewardship content, in collaboration with the Marketing and Communications team, including but not limited to email copy, social media, telephone stewardship, website, and virtual presentations.
- Maintain an annual calendar of recognition, stewardship, and cultivation events, implementing a long-term strategic approach to effective relationship management.
- Deploy e-communications to participants, gathering data lists and updating Raisers Edge.
- Identify donors and participants in line with a stewardship matrix for additional stewardship touch points (i.e phone calls, gifts, cards).
- Develop and curate fundraising content for social media based on events/supporter stories, including scheduling and engaging.
- Develop tools and materials to support fundraising and participation in national events (digital) and/or third-party (DIY) fundraising.
- Manage participant registrations on CrowdChange (or other CRM platforms) and provide local volunteer team support.

Other

- Maintain consistent and accurate data in Raisers Edge.
- Maintain knowledge of fundraising best practices in Quebec.
- Represent Cystic Fibrosis Canada at various meetings and fundraising events when needed.
- Other duties and responsibilities as assigned.

WORKING CONDITIONS:

- Hybrid working environment with occasional requirements to work outside of regular office hours.
- Occasional day/overnight travel.
- Occasional evening and weekend hours to accommodate events, volunteer committee meetings and other activities within the department.

WHAT YOU BRING:

- Post-secondary certificate/diploma in fundraising, event planning, volunteer management or another related field is a strong asset.
- 2-3 years of fundraising experience with a proven track record of achieving fundraising goals; working on multiple properties with different teams.
- Highly organised and detail-orientated with the ability to multi-task across competing and changing priorities.
- Experience with volunteer management and working with volunteer committees.

- Strong project management skills: An understanding of how to analyze data and metrics.
- Strong communication skills (written and verbal); including email copy writing.
- Exceptional customer service and relationship management skills (diplomacy, discretion, trust and tact), with the ability to respond to various levels of expectations from a variety of stakeholders.
- A cooperative and collaborative team player able to work independently, using initiative.
- Proficient in the use of Microsoft Office applications (including SharePoint), databases (Raisers Edge & CrowdChange an asset) as well as graphic programs (ex: Canva, InDesign).
- Bilingual in both French and English, with excellent verbal and written communication skills are essential.
- Valid drivers' licence and access to a reliable vehicle is an asset.

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WHAT WE OFFER:

- Collaborative, dynamic, and passionate work environment, with colleagues who are driven and motivated for this community.
- RRSP and Benefits programs
- A company culture rooted in empathy, accountability, collaboration, and innovation.
- Flexible working schedule
- Hybrid work model offered

Please submit your resume and cover letter directly through LinkedIn in English and French:

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Cystic Fibrosis Canada thanks all applicants in advance. Only those candidates selected for an interview will be contacted.

Deadline to submit your application: Open until filled

Cystic Fibrosis Canada is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to culture, ethnicity, race, color, religion, beliefs, gender, gender identify or expression, sexual orientation, nation of origin, genetics, disability, age, or veteran status.

We will be happy to work with applicants requesting accommodation at all stages of the hiring process.

For additional information on our values (Connected, Inclusive, Impactful and Bold), Cystic Fibrosis Canada and the courageous fight being waged against this disease, please visit www.cysticfibrosis.ca