

The mission of Canada's Children's Hospital Foundations (CCHF) is to do ***what is right for children, so they live their healthiest, most fulfilling lives***. Established in 2017, CCHF is a non-profit organization that raises funds for a national network of children's hospital foundations. As the largest single, non-government funder of child health in Canada, CCHF continues to receive generous support through donors within Children's Miracle Network® as well as contributions from additional companies and partners.

CCHF is looking to fill a vacancy on our team.

### **POSITION OVERVIEW**

Partnering with the Director, Corporate Partnerships, the **Specialist, Partnerships** is an important member of the Canada's Children's Hospital Foundations (CCHF) team in coordinating and executing various partner campaign programs, activations, and events, and in ensuring successful execution and promotion of partner initiatives. This includes contributing to campaign development and execution, organizing and attending in-person and virtual meetings and events, creating campaign and event materials, and assisting in partner and donor stewardship and relationship management. The role involves liaising with internal and external stakeholders, Member Foundation representatives, supporting partnership directors, and maintaining communication and documentation for campaign programs, activations, and events.

This role will entail a combination of office and work from home environments, with employees working 2-3 days per week at our Toronto office. Occasional travel to fundraising activities and events, meetings, conferences, and training opportunities within Canada and USA will be required. Evening & weekend work may be required.

The expected salary for this position is: \$67,000 - \$75,000\*

*\*Note: based on factors such as education, experience, skills*

### **As a CCHF Employee, you will:**

- Act as a positive contributor to the CCHF vision, mission, values, and culture
- Work collaboratively with CCHF staff, Member Foundations, Children's Miracle Network, partners, suppliers, and other stakeholders to gain buy-in in an environment of competing priorities
- Collect evidence and data to support significant program decisions
- Act as a skilled problem solver that thrives in a fast-paced environment and manage multiple priorities and quickly respond to the needs of partners and/or stakeholders in well-thought out and workable solutions

### **KEY RESPONSIBILITIES**

#### **1. Donor and Partner Relations**

- Prepare donor correspondence, coordinate meetings and presentations, and ensure regular communication with Member Foundations regarding campaign programs, activations, and events.
- Support the Corporate Partnership team by organizing necessary materials, managing timelines, and documenting campaign-related activities. This includes executing calls with stakeholders to gather updates on ongoing campaigns and ensuring all interactions align with CCHF's strategic goals.

## **2. Event Coordination and Attendance**

- Ensure successful participation in key Partner, Program and CCHF events and activations.
- Organize and prioritize partner events and activations, ensuring attendance from relevant stakeholders.
- Facilitate logistics, secure necessary approvals and create event-specific materials that aim to maximize CCHF's presence and impact at signature events and other high-priority partner/program events and campaign activations.

## **3. Fundraising and Campaign Support**

- Promote and support signature programs and campaign activations.
- Manage the onboarding and provide support to Partners engaging in CCHF and CMN national signature programs and online campaigns, including Extra Life, Million Reasons Run, Dance Marathon, and Play Yellow. Ensure marketing assets are relevant and communicated to Member Foundations and Partners.
- Coordinate with Member Foundations and Partners to ensure these programs are executed effectively, managing timelines, system requests and any other logistics necessary for successful events and campaign activations.
- Assist with New Business Development initiatives and provide assistance to VP and Directors as needed.

## **4. Campaign and Event Material Management**

- Oversee the creation and distribution of campaign and event materials for priority partners and programs.
- Source, develop and manage the delivery of all materials and collateral related to major partner campaign activations and events.
- Work closely with Corporate Directors on high-priority partnerships to ensure all campaign activations are fully supported with appropriate marketing, event materials, and staffing.
- Enhance campaign effectiveness and ensure brand consistency across all Partner interactions.

## **5. Other projects and duties as assigned.**

## **QUALIFICATIONS**

- Completion of post-secondary diploma in Marketing, Business Administration, or Communications, or equivalent combination of education and experience.
- CFRE is an asset.
- Minimum 3 years of experience in fundraising, corporate partnerships, event management, marketing peer-to-peer (P2P) fundraising, online gaming, community engagement, cause marketing, sponsorship, corporate social responsibility, sales, data analysis or employee giving.
- Prior experience working with large corporate partners (capacity to give \$1M+ annually) and managing the complexity of that relationship.
- Superior organizational skills, paired with direct Project Management experience.
- Entrepreneurial spirit with a proactive problem-solving mindset
- Exceptional communication skills; written, verbal and in presentation.
- Strong hands-on knowledge Microsoft Office (Word, Excel, PowerPoint, Forms, Planner).
- Exude a high-energy, confident, creative, solution-focused approach to tasks.

## **WHAT WE OFFER**

Our team members have an opportunity to make an impact every day, to advance our Mission.

When you join us, you will become part of a collaborative culture that is rooted in our Values of Compassion, Ambition, Partnership and Integrity. Your success will be guided by our Leadership Competencies of Values People & Culture, Strategic, Accountable for Results, Promotes Learning & Development, Fosters Collaboration & Diversity, Leads Change and Exemplifies Integrity & Respect.

**Canada's Children's Hospital Foundations is committed to fair and equitable employment in our recruitment and selection process. We welcome applicants including, but not limited to, persons with disabilities, racialized communities, all religions and ethnicities, Indigenous people, LGBTQ2S+ persons and all others who may contribute to the further diversification of our foundation community.**

**We thank all applicants for their interest, however only those who qualify for an interview will be contacted.**

To learn more about CCHF and our mission and values, visit our website at [childrenshospitals.ca](https://childrenshospitals.ca).

To review how CCHF will protect your private information, please visit: [Recruitment-Notice-CCHF.pdf](#)

To submit an application, please visit:

<https://cchf.bamboohr.com/careers/84?source=aWQ9MTc%3D>