

The mission of Canada's Children's Hospital Foundations (CCHF) is *to fund the most urgent needs in children's healthcare by uniting hospitals, donors, and partners across Canada*. 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.

When you join CCHF, you become part of a collaborative culture rooted in our values: compassion, ambition, partnership, and integrity. These values guide how we work with our Member Foundations, help shape our national partnerships and fundraising campaigns, and, of course, enable how we work as a team. 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.

At CCHF we are more than fundraisers. We are champions for the next generation—standing with families, donors, partners and communities to form a trusted alliance advancing children's health and amplifying impact nationwide.

Bold in vision. National in scale. Local at heart.

Because the health of our children shapes the future of our country. And building that future starts here—with us.

WE'RE GROWING! As CCHF continues to expand its impact and strengthen support for children's healthcare in our community, we are excited to introduce a newly created Specialist, National Partnerships role. This position reflects our ongoing growth and commitment to strong partner stewardship, innovation, and collaboration across the organization.

POSITION OVERVIEW

Partnering with the Director, National Partnership, the **Specialist, National Partnerships** coordinates campaign planning, timelines, partner materials, and internal workflows to ensure campaigns are delivered effectively, on brand, and aligned with strategic objectives. Acting as a central point of coordination between internal teams, Member Foundations, and corporate partners, the Specialist tracks activity and results while contributing to continuous improvement of corporate fundraising programs.

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: \$67,500 - \$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 Hospitals (CMN), partners, suppliers, and other stakeholders to gain buy-in in an environment of competing priorities
- Demonstrate an entrepreneurial spirit and growth mindset to contribute to strategic partnerships which deliver revenue growth
- 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

- **Corporate Campaign Planning & Execution**
 - Support the development, coordination, and execution of national corporate partner fundraising campaigns, including in-store, digital, and employee engagement initiatives.
 - Translate partnership strategies into detailed campaign plans, timelines and deliverables to ensure consistent, high-quality execution.
 - Coordinate internal workflows across partner marketing, finance, operations, and Member Foundations to support campaign readiness and launch.
 - Coordinate the development, approval, and distribution of campaign materials and digital assets to support in-store and online giving campaigns.
- **Partner & Member Foundation Coordination**
 - Serve as day-to-day point of contact for campaign-related partner needs, ensuring timely communication, issue resolution, and follow-through.
 - Prepare partner communications, presentations, campaign briefings, and toolkits to support successful activations.
 - Liaise with Member Foundations to align local execution, distribute campaign resources, gather updates, and support campaign implementation.
- **Performance Tracking & Continuous Improvement**
 - Track campaign activity, timelines, and key performance indicators to support reporting and post-campaign analysis.
 - Collect insights, partner feedback, and campaign results to inform recommendations and improvements for future campaigns.
 - Contribute to the evolution of corporate campaign models, tools and processes to increase partner impact, efficiency and scalability.

- **Relationship, Program & Event Support**
 - Support stewardship efforts through coordination of impact updates, recognition materials, and post-campaign reporting.
 - Provide ongoing account support, contribute to special projects, and assist in the development of new corporate campaign opportunities.
 - Ensure all partner interactions, campaigns, and deliverables align with brand standards, partnership agreements, and strategic objectives.
 - Coordinate and project manage partner events and activations, including planning, stakeholder alignment, logistics, approvals, and post-event follow-up to ensure high-quality execution and partner experience.
 - Under supervision of the Director, cultivate relationships with assigned corporate partners to foster respect, collaboration, trust and enhance engagement in CCHF's cause. Lead partnership meetings to co-create fundraising strategies to achieve revenue growth. Develop activation plans in collaboration with partner marketing to maximize the exposure and engagement with all partner employees.
- **Other projects and duties as assigned.**

QUALIFICATIONS

- Completion of post-secondary diploma in marketing, communications, business administration or related field or equivalent combination of education and experience.
- CFRE designation is an asset.
- Experience in Project Management (e.g.: Asana, Trello, MS Planner)
- Minimum 3-5 years of experience in fundraising, corporate partnerships, event management, marketing, peer-to-peer (P2P) fundraising, online gaming, community engagement, cause marketing, sponsorship, CSR, sales, data analysis and employee giving.
- Experience working with large corporate partnerships with capacity to give \$1M+ annually.
- Strong ability to build relationships and network in a variety of professional and settings.
- Ability to be adaptable and versatile in communication with a wide variety of stakeholders and audiences.
- Exceptional communication skills; written, verbal and in presentation.
- Superior time-management and multi-tasking skills
- Strong hands-on knowledge of Microsoft Office (Word, Excel, PowerPoint), CRM, Adobe Creative Suite and/or other professional presentation software.
- Exude a high-energy, confident, creative, solution-focused approach to tasks
- Proactive mindset

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.

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/88?source=aWQ9MTc%3D>