

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 Senior Manager, National Partner Development role. This position reflects our ongoing growth and commitment to strong partner stewardship, innovation, and collaboration across the organization.

#### **POSITION OVERVIEW**

Working alongside the VP, National Partnerships, the **Sr. Manager, National Partner Development** leads the development of written partnership concepts, proposals, and briefing materials, bringing structure and clarity to complex inputs from various key stakeholder groups. The role connects ideas to execution by pulling together the right information at the right time, helping shape clear recommendations, maintaining alignment, and ensuring opportunities move forward. Acting as a key point of integration, the Sr. Manager ensures materials are cohesive, timely, and ready to support effective national partner and prospect engagement, in alignment with CCHF's brand, compliance standards, and national-local impact model.

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: \$105,000 - \$120,000\*

*\*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**

**Portfolio Management and Progression**

- Oversee and maintain the national partnership development portfolio, ensuring opportunities are clearly defined, appropriately prioritized, and progressing from concept through decision in a timely manner.
- Track opportunity status, next steps, and decision points across the pipeline, identifying risks, dependencies, and areas requiring intervention to maintain momentum.
- Ensure development activities are coordinated, well-sequenced, and aligned with National Partnerships priorities and timelines.
- Implement and ensure consistent application of organizational business development standards, templates, and processes.
- Contribute to continuous improvement of development tools, materials, and workflows to strengthen consistency, efficiency, and quality across the portfolio.
- Identify gaps, risks, and improvement opportunities within the development process and recommend practical solutions

**Concept Development and Written Materials**

- Lead the development of written partnership concepts, proposals, briefing notes, and internal recommendations by synthesizing inputs from internal teams and Member Foundations.
- Translate strategic objectives, partner context, and opportunity insights into clear, cohesive, and partner-ready narratives.
- Ensure all materials are consistent with CCHF's brand, compliance standards, and national-local impact model.

### **Cross-Functional Integration and Alignment**

- Act as a central point of integration across internal stakeholders and Member Foundations to align inputs, perspectives, and materials at key decision points.
- Facilitation of senior stakeholder working groups to manage and cultivate prospects
- Facilitate internal alignment by clarifying roles, expectations, and timelines required to advance opportunities.
- Support leadership and Directors by ensuring opportunities are decision-ready and supported by clear rationale and documentation.

### **Monitoring and KPIs**

- Support the reporting requirements and monitoring cycle for the National Partnerships team's targets and growth through analysis of campaign results, social media metrics, and contribution to overall campaign feedback.
- Monitor, evaluate, and report on applicable industry activities; make recommendations based on insights and opportunities.
- Implement and ensure the application of organizational business standards.

### **Team Leadership, Progress Monitoring and Management**

- Manage and provide guidance and direction to the team to achieve targets and priorities, with a focus on shared values, collaboration, integrity and communication.
- Coach, encourage, inspire, and motivate team members to meet their individual potential.
- Identify opportunities for training, knowledge sharing, team learning and professional development.
- Provide input and ongoing support to Senior Leadership Team on strategic opportunities.
- Execute the reporting requirements and monitoring cycle for the team's targets, KPIs, and growth.
- Other projects and duties as assigned.

### **QUALIFICATIONS**

- Completion of post-secondary degree in Communications or a related discipline or equivalent combination of education and experience.
- 5-8 years of experience focused on new partner or client acquisition and development in fundraising, partnerships, or comparable revenue/purpose-driving settings.
- Experience monitoring and managing prospect pipelines.
- Experience in donor relations, relationship building and donor engagement.
- Project management experience, preferably using technology (Trello, MS Planner).
- Experience working with large corporate partners with the capacity to give \$1M+ annually.
- Application and integration of organizational corporate sponsorship and cause marketing principles and practices.
- Knowledge of ESG reporting frameworks and disclosure expectation and trends.
- Strong ability to build relationships and network in a variety of professional events.
- Exceptional communication skills; written, verbal and in presentation.

- Strong hands-on knowledge of Microsoft Office (Word, Excel, PowerPoint), CRM, Adobe InDesign and/or other professional presentation software.
- Bilingualism in English and French would be an asset.

**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](http://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/87?source=aWQ9MTc%3D>