



The Terry Fox Foundation

The Terry Fox Foundation stands as one of Canada's most iconic and impactful charitable organizations, rooted in the extraordinary legacy of Terry Fox. In 1980, after losing his leg to osteogenic sarcoma, Terry embarked on the Marathon of Hope—a cross-country run to raise awareness and funds for cancer research. His journey, marked by courage, resilience, and unwavering determination, captured the hearts of Canadians and inspired a nationwide movement.

Although Terry's run was cut short after 143 days when his cancer returned, his dream lives on. Today, the Terry Fox Foundation continues to uphold his vision by funding innovative cancer research and inspiring millions through his story.

For over four decades, the Foundation has united Canadians in the pursuit of a world without cancer. Every donation, every step taken in Terry's name, fuels groundbreaking research and brings hope to millions. Joining the Terry Fox Foundation means becoming part of a legacy that dares the impossible—and works every day to make it possible.

As our Philanthropy Team continues to grow, we are strengthening the systems, strategy, and operational infrastructure that will enable us to scale our impact in the years ahead. The **Director, Campaign Integration & Operations** will play a critical strategic role in shaping what is possible for philanthropy, ensuring the planning, systems, and implementation frameworks are in place to support an increasingly sophisticated and integrated fundraising program.

This role sits at the centre of our philanthropy strategy, translating vision into execution by aligning teams, tools, and processes across the organization. By building strong operational foundations, leading integrated planning, and driving campaign readiness, the Director will enable our frontline fundraisers to focus on what matters most: deepening relationships with donors and advancing our mission.

Why This Role Matters

The **Director, Campaign Integration & Operations** is the operational backbone of a high-performing fundraising team, bringing clarity to complex processes, structure to workflows, and alignment across systems, people, and budgets to support major and transformational giving. Your superior project management and problem-solving skills ensure the team spends more time working directly with donors while continuously improving processes that strengthen prospect management, moves management, and donor stewardship.

As we approach the Foundation's 50th anniversary, you will play a central role in planning and executing milestone campaigns that celebrate this historic moment. By coordinating cross-team efforts and enabling precise, scalable campaign execution, you will amplify the Foundation's story, honour Terry Fox's legacy and inspire transformational support from Canada's leading philanthropists.



Key Responsibilities & What You Will Help Us Achieve

Fundraising Operations & Execution

- Lead and oversee day-to-day operations and systems of the Philanthropy team to ensure smooth execution of donor engagement, prospect management, and stewardship strategies.
- Translate philanthropic strategies into usable tools, templates, and processes that make complex work manageable, repeatable and scalable.
- Maintain and continuously improve systems and workflows that support consistent follow-up, meeting preparation, activity tracking, and stewardship execution across the donor lifecycle.
- Implement team goals, planning cycles, and accountability structures, including dashboards, scorecards, and Wildly Important Goals (WIGs).
- Coordinating volunteer leadership structures related to campaigns
- Preparing reports for campaign and volunteer leadership

Prospect Pipeline & Moves Management

- Oversee processes and systems that support end-to-end prospect pipeline management, from qualification through solicitation and stewardship.
- Ensure visibility into prospect stages, next steps, timelines, and ownership to support effective moves management across portfolios.
- Partner with VP, Philanthropy to ensure relationship plans, touchpoints, and stewardship commitments are consistently tracked and executed.
- Monitor and report on team performance metrics, providing real-time data and insights that inform decisions and actions.

Donor Stewardship & Experience

- Track and monitor stewardship workflows, ensuring consistent donor recognition and reporting that strengthens trust and engagement.
- Continuously assess and improve stewardship processes to support long-term donor satisfaction and retention.
- Collaborate with Donor Services and Administration to ensure gifts are processed, acknowledged, and reported in a timely manner.

Data, Insights & Technology

- Manage CRM and dataset integrity (primarily Salesforce), ensuring donor, pipeline, and activity information is accurate, accessible and actionable.
- Support analytics and reporting functions to enhance forecasting, prospect management, and revenue tracking and pipeline insights.
- Identify opportunities to leverage appropriate AI tools to enhance efficiency and optimize operational capacity.
- Automate recurring reports to improve efficiency and deliver timely insights to the team.
- Guide the development of data architecture and reporting structures across CRM, finance, and other source systems.



Cross-Functional and Cross-Department Integration

- Act as a liaison between Philanthropy and Finance, IT, HR, Marketing, Peer2Peer, and Donor Services to ensure alignment of systems, workflows, and business requirements.
- Partner with Finance to monitor budgets, forecast expenditures, and support accurate revenue reporting and reconciliation.
- Ensure operational processes support timely execution of donor stewardship and campaign activities.

Campaign & Special Projects

- Lead coordination, execution, and tracking of internal campaigns, donor initiatives, and national rollout activities.
- Ensure campaign tools, systems, and workflows are aligned across teams.
- Oversee tracking of campaign-related donor activity, stewardship commitments, and reporting milestones to ensure a high-quality donor experience.
- Architect and facilitate team planning and development opportunities that help drive our progress as a team and organization.

Your qualifications and experiences

- Excellent communication and project management skills and training, demonstrated by your 5+ years experience, preferably in nonprofit operations.
- A collaborative, detail-oriented executor who takes pride in delivering work accurately, consistently, and on schedule.
- A confident communicator capable of converting plans into actionable steps and providing concise updates that support alignment.
- A data-comfortable operator proficient with CRMs (especially Salesforce), Excel/Sheets, project management tools, and SharePoint.
- A practical problem solver who enjoys turning complexity into clarity and identifying ways to make good systems even better.
- A fiscally attentive team member who understands how to track budgets and ensure responsible use of resources.
- A mission-driven professional who believes in Terry Fox's legacy and wants to play a meaningful role in helping Finish It.

What Success Looks Like

- The philanthropy team operates with clarity, discipline, and confidence.
- Fundraisers are equipped with the systems, data, and materials required for high-impact donor engagement.
- Cross-functional collaboration is smooth, proactive, and aligned.
- Meeting rhythms, planning cycles, and reporting processes are predictable and productive.
- Pipeline, activity, and revenue data are accurate, current, and meaningful.
- Campaign operations run efficiently, accelerating major and transformational giving efforts.



Compensation

The salary range for this position is \$90,000–\$110,000 per year, commensurate with experience, and is complemented by a comprehensive benefits package and generous vacation time.

Our Commitment to Innovation

We are committed to thoughtfully integrating artificial intelligence into our work, where applicable and as agreed, to enhance decision-making, increase efficiency, and better financial outcomes. This role will actively identify opportunities to apply AI, smart tools and data-informed strategies to help accelerate progress toward our mission.

How to Apply

Your talents, passion, and dedication will help us continue Terry’s legacy and make a lasting impact in the lives of so many families affected by cancer. To begin a meaningful new journey with us, please submit a cover letter and resume to careers@terryfox.org.

We are dedicated to employment equity, and we value diversity in the workplace. If you require any accommodation during the recruitment process, please reach out to us.

To be considered for this position, applicants must be legally eligible to work in Canada at the time of application. The Terry Fox Foundation is unable to support work permit or immigration applications for this role. Employment is contingent upon the Foundation’s receipt of all required documentation.

While we thank all applicants for their interest, only those selected to move forward in our screening process will be contacted.