

Officer, Events**Status:** Full-Time - Existing position**Location:** Hybrid role based in Greater Toronto Area

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, Events 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 Event Officer plays a key role in advancing Cystic Fibrosis Canada's mission by planning and executing high-impact fundraising events that engage communities, strengthen relationships, and drive revenue growth. Reporting to the Sr. Manager, Signature Events, this role leads the delivery of CF Canada's signature fall third-party fundraising event, the Fusion Gala, and supports other priority initiatives including Walk to Make Cystic Fibrosis History, Lawn Summer Nights, and other selected third-party and DIY fundraising events.

Working closely with volunteer co-chairs, committees, sponsors, donors, participants, vendors, and an external event planner, the Event Officer is responsible for coordinating fundraising activity, event logistics, communications, stakeholder engagement, and budget oversight to help achieve revenue, participation, and stewardship goals. This position is both strategic and hands-on, combining strong

event management and fundraising expertise with a focus on exceptional supporter experiences, cross-functional collaboration, and the delivery of meaningful events that inspire action and support best practices in event fundraising.

RESPONSIBILITIES AND OPPORTUNITIES FOR GROWTH:

Fusion Gala (October)

- Coordinate the planning and execution of the Fusion Gala in partnership with volunteer co-chairs, the event committee, the external event planner, and the regional team, including sponsorship, ticket sales, donations, communications, and event logistics.
- Serve as the primary staff contact for the volunteer committee, including preparing for and attending committee meetings, providing progress updates, and supporting the recruitment and coordination of event-day volunteers.
- Work closely with the event planner to manage venue logistics, catering, vendors, décor, entertainment, and silent and live auction execution.
- Develop and execute event communications in collaboration with volunteer co-chairs, including email communications, social media content, thank-you letters, event scripts, slideshows, and program materials.
- Act as the primary liaison for sponsors, donors, and guests by coordinating sponsorship fulfillment, invoicing, payment tracking, receipting, guest lists, and seating requirements.
- Provide guidance and support to volunteer co-chairs to strengthen fundraising performance, improve return on investment, and apply leading fundraising practices.
- Monitor and manage the event budget, timelines, and critical path to ensure delivery against approved plans and revenue goals.

Event Management and Experience Delivery

- Manage a diverse portfolio of event organizers and third-party fundraisers across key streams including DIY, Golf, Gaming, Cause Marketing or National Events.
- Project manage and execute event activities including logistics (permits and local planning), utilizing and following planning tools (critical paths), participant and volunteer recruitment, budgeting, and volunteer management, and event health and safety.
- Act as the primary point of contact for fundraisers, providing engagement and support on an ongoing basis.
- Contribute innovative ideas to increase the ROI of events and enhance participant and supporter experience.
- Support the recruitment, onboarding, and engagement of volunteers and committees.
- Respond to event-related website inquiries and manage the event mailbox ensuring timely triaging of messages and response within established SLAs.
- Cultivate and steward relationships with local event partners, vendors, sponsors, and participants.
- Attend events (across Canada where needed) to support execution and ensure exceptional participant experience.

Fundraising and Supporter Stewardship

- Provide coaching to volunteers and participants to help them reach and exceed their fundraising goals.
- Work closely with the Officer, Fundraising and Stewardship to execute on stewardship journeys for the portfolio to communicate supporter impact and increase retention.
- Drive revenue growth through relationship management of donors, fundraisers, and participants across third-party/events.
- Create and implement acquisition plans for new event donors.
- Work closely with the Philanthropy team to identify and steward leadership donors within your portfolio.
- Work in collaboration with internal teams across CF to ensure sponsorship benefits are met and post-event debriefs are provided in a timely manner for sponsors.
- Achieve event revenue targets through maximizing event participation, donations, GIK donations and sponsorship.

Participant Communications and Marketing Support

- In collaboration with Marketing and Communications and other team members, develop and deploy engaging e-communications (email and social) to inform, inspire, and activate participants, including curating event and supporter stories.
- Develop tools and materials to support fundraising and participation in national events (digital) and/or third-party (DIY) fundraising.
- Manage participant registrations for CrowdChange (or other CRM platforms) and provide support to volunteer teams as required.
- Create and maintain a stewardship and communications calendar.
- Ensure collateral and materials are consistent with brand standards and key messaging.

Systems, Reporting, and Organizational Support

- Monitor and report on event activity and budget, providing monthly commentary to management on fundraising performance.
- Track and verify incoming funds related to events and activities.
- Create and deploy surveys and debriefs, support post-campaign analysis and insights.
- Maintain consistent and accurate data in Raisers Edge.
- Stay current on fundraising event best practices and sector trends in Canada.
- Represent Cystic Fibrosis Canada at relevant meetings and fundraising events when needed.
- Perform additional duties as required to support organizational goals.

WHAT YOU BRING:

- 2-3 years of fundraising and/or operations experience with a proven track record of achieving fundraising goals; working on multiple properties with different teams.
- Experience working on multiple fundraising events/activities and the ability to multi-task with competing and changing priorities.
- Experience managing volunteers 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 copywriting.
- Exceptional customer service and relationship management skills (accountability, diplomacy, discretion, and tact), with the ability to respond to various levels of expectations from a variety of stakeholders.
- A cooperative team player also 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).
- Fluency in French (verbal and written) is an asset.
- Post-secondary certificate/diploma in fundraising, event planning, volunteer management or another related field is a strong asset.
- Valid drivers' licence is an asset.

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 via this link:

[Officer, Events](#)

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

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.



w/o limits

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