

Corporate Development Officer

Position type: Contract position (April 1st, 2012 to May 31st, 2013)

Posted: January 12th, 2012 to January 26th, 2012

About the Ottawa Regional Cancer Foundation:

The Ottawa Regional Cancer Foundation is dedicated to helping people survive cancer. The Cancer Foundation unites those who want to be active in the fight for cancer survivorship, drawing on their expertise and resources to fund gaps between what can be done, and what is being done to reduce suffering and death due to cancer in Eastern Ontario. We support cancer care and research to prevent, detect, diagnose and cure cancer.

We are the only charitable organization dedicated exclusively to cancer in this region, and the most significant philanthropic contributor to cancer care and research in our community.

The Cancer Foundation will drive survivorship by focusing on the following high impact strategic priorities to help cancer patients and their families: shorter wait times, access to care close to home, access to the latest new therapies and research and overall improved quality of life.

Position Summary:

The Corporate Development Officer is responsible for assisting with the preparation and execution of fundraising and administrative activities in support of the Communications and Events programs at the Ottawa Regional Cancer Foundation. Reporting to the VP Communications, Marketing & Special Events, the incumbent will assist in coordination, cultivation and solicitation of corporate sponsors, including building and managing leadership teams for Cancer Foundation Signature Events.

He/she will maintain and update the fundraising database in regards to all actions in the solicitation of corporate sponsors and event leadership team activity. The Corporate Development Officer will also take the lead in preparing timely updates, reports, stewardship and tracking sponsor information. This position requires an individual with excellent organizational and interpersonal skills. The successful candidate must be a self-starter, and be able to work effectively to deadlines.

Key Responsibilities:

- Assist in all planning, building, managing and stewarding of leadership teams for Cancer Foundation Signature Events.
- Responsible for the management of the overall corporate sponsor prospect list, and direct involvement with your own prospect pool
- Coordinates, schedules and manages all meetings for Signature Event leadership teams
- Prepares all Corporate Sponsorship packages
- Supports event leadership team members in the solicitation process for event sponsorship and corporate team recruitment
- Develops and implement corporate recognition strategy
- Assists in stewardship and recognition activities as required
- Develop and execute annual sponsorship plan
- Develop Cancer Foundation Corporate Fundraising Campaign

Qualifications:

- Bachelor's degree or College diploma
- 2 to 4 years experience in a fundraising environment
- Knowledge of Raiser's Edge data base is an asset
- Strong administrative skills
- Ability to communicate and work effectively with staff, volunteers and the general public
- Good written and communication skills
- Enjoys a high energy and results-oriented work environment
- Bilingualism is an asset
- Has a passion for fundraising and is a team player

Please send your résumé no later than January 26th, 2012 at 5 p.m. indicating the position of interest. Only qualified candidates will be contacted by email or phone.

Please submit resume by mail, email or fax to:

Mail: Attention: Chantale Hendley, Human Resources
Ottawa Regional Cancer Foundation
1500 Alta Vista Dr
Ottawa, ON – K1G 3Y9

E-mail: chendley@ottawacancer.ca
Fax: 613-247-3526