

POSITION TITLE: Development Associate

REPORTS TO: Executive Director

STATUS: Full Time

HOURS: Standard hours Monday to Friday 9-5 with evenings and weekends as required

LOCATION: Downtown Toronto

Job Summary:

We have a story to tell, actually, more than 28,000 new stories every year. We are looking for a philanthropy specialist who can tell these stories to a wide audience in order to increase and diversify donor revenue streams that support our important programs and services. If your passion revolves around creating partnerships and nurturing relationships, then this may be the ideal opportunity for you. You are a self-driven individual who will own your role and career growth. You thrive on exceeding goals, using your creativity, developing systems and constantly fine-tuning them. Most of all, you are serious about channeling your considerable talent into an organization that truly is making a difference in the lives of families and communities throughout Canada.

Organization Summary:

Lung Cancer Canada is a small but growing national charitable organization that serves as Canada's leading resource for patient support, advocacy, lung cancer education, and research. Currently based in Toronto, Lung Cancer Canada has a wide reach that includes both regional and pan-Canadian initiatives. Lung Cancer Canada is a member of the Global Lung Cancer Coalition and is the only organization in Canada focused exclusively on lung cancer. For more information, please visit our website at www.lungcancercanada.ca

At Lung Cancer Canada, our mission is to increase awareness about lung cancer, support patients living with lung cancer, and the individuals who care for them, and provide educational resources to lung cancer patients, their family members and health care professionals

As Development Associate, areas of responsibility include:

- Successfully diversifying, managing and growing our portfolio of donors including: researching prospects; preparing proposals and reports; grant writing, liaising with other departments/committees with respect to vision and strategic outcomes/deliverables; keeping accurate systems; and ensuring deadlines are always met.
- Collaborating with our internal and external teams to create impactful donor materials and to capture and share donor stories.
- Working with the Fundraising Committee (and others as required) to help execute events and other initiatives where possible.
- Providing support with copywriting, graphic design, liaising with creative agency, developing campaign related content
- Development of impactful donor materials, stewardship and recognition programs
- Development of a diversified program of fundraising initiatives
- Contributing ideas and vision toward the future direction of fundraising for LCC.

Requirements (knowledge, experience, education, competencies):

- A degree or diploma, preferably with relevant coursework – writing, grant management, fund development
- 2+ years of similar experience in a fundraising/grant writing role – where you wrote outstanding grants and proposals, built strong relationships with colleagues and donors, prospected new opportunities and mastered the use of donor cultivation tools and pipelines, and gained familiarity with program logic models/outcome measurement reporting
- An outstanding toolkit of skills including: writing skills that naturally speak to a wide range of potential donors; enviable organizational and time management skills; multitasker extraordinaire; and exceptional attention to detail.
- Proficiency in Donor Perfect Software as well as Microsoft Office software (Word, Excel, PowerPoint, Publisher)
- Ability to work efficiently and effectively, both independently and as part of a team to meet tight deadlines on time and maintain composure under pressure in a fast-paced environment
- Ability to maintain professionalism and confidentiality at all times while exercising good judgment and able to navigate through a variety of competing viewpoints

How to Apply:

Please submit your resume and cover letter to careers@lungcancerCanada.ca by the end of business on Monday October 23, 2017.

Salary range \$50,000-\$55,000

Applicants must be legally eligible to work in Canada.

Lung Cancer Canada is committed to creating a diverse environment and is proud to be an equal opportunity employer. Lung Cancer Canada is committed to ensuring a barrier-free, accessible and inclusive work environment. We welcome and encourage applications from people with disabilities. Upon individual request, we will endeavour to remove any barrier to the hiring process to accommodate candidates with disabilities. Please inform us should accommodation be required at any point during the recruitment and selection process.

We thank all applicants for their interest in Lung Cancer Canada however only those selected for an interview will be contacted.