

Breast Cancer Canada

Stewardship Officer

Location: GTHA & Surrounding Areas

Remote Opportunity

For 31 years, Canada has known them as the Breast Cancer Society of Canada. But just as the research they fund is always evolving, the organization you know has also evolved to become [Breast Cancer Canada](#). What hasn't changed is their laser-focused commitment to advancing innovative breast cancer research – especially research geared towards precision oncology.

Breast Cancer Canada (BCC) is poised to grow into a national organization with immense impact. The vision of ending breast cancer is one shared by many, especially those whose lives have been touched by breast cancer. The organization realizes that it cannot achieve the dream alone. It needs the generous support of time, talent, and treasure from many to bring the shared vision to life. BCC gets closer to making this vision a reality through each partnership, including: breast cancer researchers, patients and families, community members, organizations, volunteers across Canada, Board members, and staff. It is through them and in them that BCC finds its voice, passion, energy, and momentum.

Reporting to the VP Major Gifts, the Stewardship Officer will play a key role in creating a new stewardship program for existing and new donors who support Breast Cancer Canada (BCC). You will be responsible for ensuring that BCC's donors feel valued and connected to BCC's mission and ensuring that BCC exceeds donor expectations in the ways that it acknowledges, recognizes, engages and is accountable to its donors.

This is an exciting opportunity to join a fast-growing national organization with room for advancement in a dynamic and expanding team. As a key contributor to Breast Cancer Canada's (BCC) mission, you will play a crucial role in stewarding and building our major gifts portfolio and shaping the future of philanthropy. Your focus will be on establishing a robust stewardship program. While many current major gifts range from \$5,000 to \$25,000, the potential for larger donations is vast, offering a unique chance to make a meaningful impact and advance your career.

Experience and Skills You Bring

- Minimum of three to five years professional experience in a fundraising organization with exposure to creating compelling stewardship activities for major and annual gifts, donor stewardship and recognition best practices.
- Ideally brings experience building a stewardship program from the ground up.
- Ability to work effectively in a remote environment, demonstrating independence and strong time-management skills within a small but growing organization.
- Commitment to providing an exceptional donor experience and an understanding of current best practices in stewardship and donor engagement, or equivalent client
- Demonstrated excellent communication skills (verbal and written)
- Ability to create visually appealing and creative donor reports, with experience using Canva or similar graphic design programs
- Proficiency in Raiser's Edge NXT preferred. Proficient in Excel, Word, PowerPoint
- Relationship best practices, with a demonstrated ability to develop and implement strategies that foster long-term relationships with major donors.



- Proficiency working on the Google platform
- Multi-tasker comfortable prioritizing competing demands to thrive in a fast paced and results-oriented environment
- Preferred experience working with pharmaceuticals, understanding the nuances and protocols of stewarding them
- Ability to work collaboratively with colleagues at all levels, exercising sound judgement
- Member of ADRP and/or AFP an asset

Education

- Relevant post-secondary degree or an equivalent combination of education and experience

What Breast Cancer Canada offers you in return:

- Compensation range around \$70,000 - \$85,000 (commensurate with experience)
- Matching RRSP contribution up to 5%
- Opportunity for growth in this small and growing, fast-paced national organization
- Strong health benefits including drug, vision and dental
- A health spending account
- Remote/virtual office environment in a national organization
- BCC is financially sound with \$4 million in reserves
- In place to support this position are:
 - o A new 3-5 year Major Gifts plan
 - o A compelling Case for Support
 - o A strong tenured CEO and VP Major Gifts who bring deep fundraising expertise

Breast Cancer Canada is strongly committed to diversity within its staff, Board and volunteers, and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons living with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

Application Details

This search is being conducted on behalf of Breast Cancer Canada by *crawfordconnect*, a search firm specializing in recruiting for Canada's non-profit sector. Qualified applicants are invited to submit their resume and cover letter in two separate documents (PDF or Word).

By November 8, 2024, please submit your cover letter and resume directly to helmut@crawfordconnect.com.

Please note in the subject line of your email: New Application, Stewardship Officer, BCC.

Although the deadline has been set at November 8, 2024, we encourage early applications. The posting will be taken down with sufficient qualified candidates.

We thank all applicants for applying, however, only qualified candidates selected for an interview will be contacted. If someone you know may be interested in this position, feel free to forward this information – we'd be pleased to connect with them.

Key Contact: Helmut Hager, Senior Search Consultant, helmut@crawfordconnect.com

