



CancerCare Manitoba FOUNDATION

All funds raised stay in Manitoba.

The Opportunity:

DEVELOPMENT ASSISTANT

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Closing Date: October 26, 2018

About CancerCare Manitoba Foundation

CancerCare Manitoba Foundation is the only organization exclusively fundraising for CancerCare Manitoba. Since our establishment in 2000, we have granted more than \$118 million to support CancerCare Manitoba's delivery of the best research, patient care, treatment and support.

CancerCare Manitoba Foundation works tirelessly each day to earn the trust of all Manitobans, and we are proud that, every year, more than 40,000 individuals support us in many ways, such as our signature and community events, annual giving, and major gifts. This allows the Foundation to provide an average of \$6 million annually in grants to CancerCare Manitoba. We are extremely proud of this achievement but we know much more must be done.

The Foundation supports CancerCare Manitoba's key strategic objectives by:

1. Providing gap funding for programs and services that may not be eligible for government funding
2. Funding the research infrastructure to attract and retain the best and brightest cancer specialists to CCMB (and improve outcomes for Manitobans diagnosed with cancer)
3. Educating Manitobans about how to reduce their personal risk of cancer
4. Funding programs and services to support Manitobans and their families throughout their cancer journey

Forecasts tell us cancer is on the rise in Manitoba, and in the coming years, the Foundation will need to significantly increase its financial support to CancerCare Manitoba. To learn more about the Foundation, please see <http://www.cancercarefdn.mb.ca>.

About CancerCare Manitoba

CancerCare Manitoba (CCMB) is the provincially mandated cancer agency in Manitoba, responsible for delivery of cancer services across the province. CCMB provides care, treatment, and support services across the entire cancer continuum, from prevention, early diagnosis, treatment and care, to end of life care. CCMB has more than 800 staff, including world class experts in medical and radiation oncology, top researchers, nursing staff including those with an expanded role as nurse practitioners, and many other health care professionals.

Functional Responsibility:

- Coordinates the production and distribution of publications, including with external suppliers such as agencies and mail house, keeping projects on-time and on-budget.
- Produces and manages work backs to ensure all parties are apprised of their roles & responsibilities and associated timing.
- Assists in the distribution of e-mails, from proofing to deployment to results analysis.
- (Collaborates with the marketing department on the Foundation's website including updating content and photos.)
- Manages the Foundation's direct mail stationary inventory.
- Engagement in the data process integral to the success of direct mail programs.
- Professional phone manner for contacting and stewarding donors
- Contributes to the development of annual strategic plans for Annual Giving & Stewardship

Qualifications:

- Three to five years directly related coordination experience
- Demonstrated high caliber communication skills, written and verbal
- Ability to manage multiple and competing priorities simultaneously
- Proven self-starter with a strong eye for details
- Demonstrated track record as a team player
- Proficient knowledge of Microsoft Office
- Experience with Raiser's Edge software considered an asset

For more information about CancerCare Manitoba Foundation, visit <http://www.cancercarefdn.mb.ca> or contact Derek Yarnell – Annual Giving & Stewardship Manager at (204) 787-1312.

If you are keen to work for an organization dedicated to improving the lives of Manitobans with cancer, please submit your resume in confidence to dyarnell@cancercare.mb.ca.

We thank all who apply and advise that only those selected for further consideration will be contacted.