

# Coordinator, Community & Fund Development – Quebec Region

## MISSION FIRST

Improving the lives of people affected by blood cancers is the responsibility of everyone at The Leukemia & Lymphoma Society of Canada (LLSC). This mission guides all decision making, regardless of job function. Understanding and addressing the needs of people affected by blood cancers is fundamental to who we are and what we do. We are mission driven:

- dedicated to serving the blood cancer community
- committed to learning about blood cancers, LLSC services and new treatment options
- empowered to take ownership of our mission by informing, educating and connecting people to LLSC services

## You are...

...eager about connecting with people and making a difference in the community. You are compassionate in your outlook and driven to do work that matters. You are dynamic, innovative and up for a challenge. You are driven to grow our existing core of loyal and engaged community supporters. You are excited about motivating volunteers, thrive at setting and delivering on big goals, and have the ability to mobilize others for a cause they are passionate about. You yearn for freedom to work on your own terms and embrace the responsibility that comes with that.

**You are looking for a 6 month contract position (with the possibility of extension) in Montreal, QC. Note: although this is mostly a work-from-home position, the successful candidate will be expected to attend meetings with volunteers, colleagues, supporters and other stakeholders in and around the Greater Montreal Area. (\*COVID permitting)**

## We are...

...The Leukemia & Lymphoma Society of Canada (LLSC). We want to rewrite the non-profit business model and have started by taking a hard look in the mirror. We have emerged with a renewed focus and commitment to advance patient and research outcomes through employee engagement.

**We Believe**  
*Culture*  
**is**  
**Everything**

1. **ENGAGED** employees are the key to our success
2. Talented, high performing employees are driven by an internal standard of excellence and take a great deal of responsibility for their own success and the success of their organization
3. High-performing employees need freedom to thrive
4. We will never achieve our true potential unless our employees feel supported, valued, and free
5. Freedom begets boldness and we must be **BOLD**, willing to move forward with knowledge and conviction despite uncertainty, willing to share, try and perhaps fail without fear, willing to take calculated risks and **THINK BIG**

## Our Core Values & What they mean



### *Servant Leadership*

We put our patients first. Our leadership style is grounded in the sharing of power for the growth and well-being of our people and the blood cancer community.



### *Lifelong Learning*

We see learning as more than professional development, but as a mindset and philosophy to help us constantly adapt, change and excel.



### *Authenticity*

We celebrate character and genuineness. We expect, respect and welcome different opinions, modes of expression and diversity.



### *Shared Achievement*

We believe success is a team sport. We care about results, but more importantly, we care how those results are achieved.



### *Freedom + Responsibility*

We trust our team. We embrace the freedom of employees to work non-traditional hours if needed, to work from home and exercise creativity in career goals and development.

## What We Will Do Together

- Support the LLSC Quebec Region on all signature fundraising campaigns
- Retain and manage relationships with top fundraisers, sponsors, volunteers and other key internal and external stakeholders
- Coach both individual and team participants on fundraising to maximize impact
- Increase the base for corporate support through team fundraising and sponsorships
- Recruit new participants through networking and prospecting with existing supporters
- Execute the flawless delivery of all community events to improve participant experience and retention
- Achieve specific revenue and retention goals, development plans, cultivation of events, budgets, timelines and logistics

## You will be successful if you are comfortable

- Working on a team that sets ambitious goals and works together to achieve them
  - Connecting, building and maintaining a range of relationships with our community of supporters
  - Applying your skills in fundraising and event planning to strengthen our participant relationships and grow our fundraising programs
  - Coaching and supporting individuals to ensure fundraising success
  - Identifying and following up with lead prospects
  - Being flexible and contributing to multiple campaigns and events, based on the needs of the region
  - Speaking and reading material in the French language
  - Being guided by a bold vision that advance's LLSC's mission in the Quebec region
  - Valid driver's license required
- ✓ ***We are committed to taking every precaution reasonable for the protection of the health and safety of our staff and other stakeholders. As a result, all employees are required to be fully vaccinated against COVID-19. Proof of vaccination will be required.***

Please send your cover letter and resume to [hrcanada@lls.org](mailto:hrcanada@lls.org) by April 29, 2022. Applicants are encouraged to apply early as resumes will be reviewed as they are received.