



## JOB POSTING

### EXECUTIVE DIRECTOR-PARALYMPIC FOUNDATION OF CANADA

#### **About the Canadian Paralympic Committee**

The Canadian Paralympic Committee is a non-profit, private organization in collaboration with 28-member sport organizations. We are deeply committed to harnessing the transformative power and impact of Paralympic sport.

With a vision of fostering an inclusive world through Paralympic sport, our mission emphasizes both the excellence in games preparation and the promotion of inclusive communities. By celebrating the stories and successes of high-performance athletes with disabilities, the Canadian Paralympic Committee aims to inspire all Canadians to embrace inclusivity and actively engage in sports.

---

#### **Job Summary:**

The Executive Director, Paralympic Foundation of Canada (PFC), will lead the PFC's philanthropic strategy, fostering donor engagement, driving fundraising efforts, and managing the overall relationship with individual and corporate donors. This position is vital in advancing the CPC's and PFC's shared mission by securing resources that support athlete development and Paralympic sport initiatives.

**Role:** Executive Director, Paralympic Foundation of Canada

**Reports To:** Chief Operating Officer, Canadian Paralympic Committee (CPC)

**Location:** Remote within Canada, with regular travel to Ottawa and other locations in Canada and internationally for the Paralympic Games.

**Type:** Full-time

**Salary:** \$125,000 – \$140,000 annually plus benefits

#### **Key Responsibilities:**

- Develop and execute a comprehensive philanthropic strategy, including major gift solicitation, events, and fundraising campaigns.
- Personally engage with existing and prospective donors to foster relationships, secure financial support, and increase community involvement.
- Oversee the development of donor stewardship programs to ensure a positive experience and long-term relationships.



- Collaborate closely with the Board of Directors to implement effective fundraising strategies, support board members in their fundraising efforts, and ensure active engagement in donor cultivation and stewardship to achieve PFC's revenue goals
- Collaborate with the CPC Senior Leadership Team to align philanthropic efforts with CPC's goals and priorities.
- Promote awareness of the PFC'S and CPC's shared mission and impact to potential donors and key partners.

**Knowledge and Skills:**

- In-depth knowledge of fundraising best practices, donor cultivation, and relationship management.
- Strong understanding of corporate social responsibility (CSR) and how to leverage it in a philanthropic context.
- Ability to coach and support team members to meet annual fundraising targets.
- Excellent communication, networking, and interpersonal skills: ability to collaborate effectively with internal and external partners, with proven storytelling abilities, interpersonal savvy and a keen sense of diplomacy.
- Proven ability to work with high-net-worth individuals and corporate partners to secure significant donations.
- Knowledge of the Paralympic movement and the social impact of sport is a plus.
- Knowledge and experience working with a CRM would be an asset.
- Bilingual (English/French) is an asset.
- Certified Fund-Raising Executive (CFRE) accreditation would be an asset.

**Experience:**

- 8-10 years or more of proven leadership experience in a charitable or non-profit environment, or a high relationship-based environment
- Proven experience cultivating, securing, and growing major gift revenue from individuals and corporations.
- Proven experience developing donor-centric presentations, pitch documents, and stewardship reports.
- A track record of building and nurturing successful partnerships



## **Working Conditions**

- The CPC will consider applicants from across Canada who would be interested in taking on this position remotely. The CPC Head Office is located in Ottawa, ON.
- This position requires overnight travel to sites within Canada (e.g., Games, Events, partner meetings, etc.)
- Staff based outside of Ottawa will be expected to travel to Ottawa a few times a year or as the job demands.
- Will be required to work evenings and weekends during busy periods, including during Games time and other special events.

## **Application Process:**

**If you share our passion for sports and are committed to the CPC values, please submit a cover letter and your resume.**

Please apply through BambooHR using the following link:

<https://paralympic.bamboohr.com/careers/111?source=aWQ9Nw%3D%3D>

**Deadline to apply: July 11<sup>th</sup>, 2025, at 5 pm**

*Please note that only those selected for an interview will be contacted.*

CPC is committed to creating an inclusive and diverse work environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, record of offences, age, marital status, family status, or disability. We strongly encourage people from underrepresented or marginalized groups to apply.

CPC welcomes and encourages applications from First Nations, Metis, and Inuit peoples, racialized persons, persons with disabilities, women, and/or 2SLGBTQ+. Accommodation is available on request for candidates taking part in all aspects of the selection process.

