Kids with Cancer Society
Manager of Events and Community Partnerships
Location: Edmonton – Kids with Cancer Society Offices 11135 – 84 ave nw

Who We are:
When childhood cancer hits, a family's world shrinks to hospital rooms, medical jargon and overwhelming uncertainty. The Kids with Cancer Society steps in to provide wraparound care, addressing the financial, emotional and practical realties of a cancer diagnosis. We wrap our arms around the entire family from diagnosis through treatment, survivorship or bereavement.

The Role:
The Manager of Events and Community Partnerships is responsible for the overall leadership, development and success of KWCS's signature fundraising events and community partnerships. With end-to-end ownership of the Society's signature event portfolio, this role is accountable for developing and executing comprehensive fundraising strategies, driving revenue through corporate sponsorships, participant fundraising, ticket sales and in-kind contributions, and overseeing all aspects of event planning, execution and financial performance. The Manager also leads the development of community partnerships and third-party fundraising initiatives, building meaningful relationships and creating opportunities to expand community support and advance the mission of Kids with Cancer Society.

Duties:
Signature Event Leadership and Revenue Generation

- Assume end-to-end ownership and accountability for KWCS signature fundraising events, leading their development, fundraising strategy, planning, execution and evaluation.
- Develop and implement comprehensive revenue plans for each event, identifying and pursuing opportunities across corporate sponsorships, participant fundraising, ticket and table sales, in-kind contributions and other fundraising activities.
- Build and maintain strong relationships with corporate sponsors, donors, participants, event committees and community partners to maximize engagement, revenue and long-term support.
- Lead sponsorship development and fulfillment, including identifying prospects, cultivating relationships, securing commitments and ensuring meaningful sponsor recognition and stewardship.
- Drive participant recruitment, engagement and fundraising, developing strategies and providing the support and resources necessary to maximize participation and fundraising results.
- Oversee all operational aspects of event delivery, including budgets, timelines, venues, vendors, logistics, volunteer coordination, committees, communications and event-day execution.
- Monitor revenue and expenses throughout the event cycle, maintaining accountability for financial performance and achieving established fundraising and net revenue targets.
- Evaluate event performance, prepare post-event reports and identify opportunities to strengthen fundraising results, participant experience and overall event effectiveness.

Community Partnerships and Third-Party Fundraising

- Develop, cultivate and strengthen relationships with businesses, schools, community groups and individuals interested in supporting KWCS through fundraising initiatives and partnerships.

- Identify and pursue new community fundraising opportunities and partnerships that align with the Society's mission and fundraising priorities.
- Provide leadership, guidance and resources to third-party event organizers, supporting successful fundraising activities and positive experiences.
- Oversee community fundraising relationships, ensuring appropriate agreements, promotional resources, recognition and donor stewardship are in place.
- Monitor third-party fundraising activity and revenue, identifying trends and opportunities to grow community support.

Financial and Operational Management

- Develop and manage event budgets, revenue projections and expense forecasts, ensuring financial performance is monitored and aligned with organizational objectives.
- Ensure event processes, registrations, fundraising platforms, receipting and donor recognition are coordinated effectively and in accordance with organizational policies and applicable regulatory requirements.
- Identify opportunities to improve event processes, operational efficiency and fundraising effectiveness.

Qualifications and Experience

- Post-secondary education in event management, fundraising, business administration, communications or a related field, or an equivalent combination of education and experience.
- 5 Years demonstrated experience leading successful fundraising events, with accountability for both event execution and revenue generation.
- Experience securing corporate sponsorships, developing partnerships and engaging participants, donors and volunteers.
- Excellent written and verbal communication skills, with the ability to build and maintain relationships with diverse stakeholders.
- Proven ability to manage multiple priorities, lead projects and deliver results.
- Experience in the charitable or nonprofit sector is considered an asset.
- Proficiency in Microsoft Office applications and familiarity with fundraising platforms and donor databases.
- Reliable transportation for work-related travel .
- Successful completion of a Vulnerable Sector Check.

What we offer

- Health and dental benefits package
- Annual vacation starting at three weeks
- Festive season closure
- Employee Family Assistance Program
- RRSP Matching Program
- Parking

The compensation range for this role is $70,000 - $80,000 - commensurate with experience.

To Apply:

Please submit a cover letter, resume, and salary expectations to info@kidswithcancer.ca with the subject line Manager of Events and Community Partnerships. Deadline for Applications is December 11, 2026, with employment commencing in January of 2027

The Kids with Cancer Society is an employer that prides itself on diversity, equity, inclusion, and accessibility in our hiring practices. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.