



## Position Posting

# ~ Community Development Coordinator, Northern Superior Chapter ~

**Location:** Thunder Bay Ontario  
Home Based

**The Organization:** The Kidney Foundation of Canada is the leading charity committed to eliminating the burden of kidney disease through:

- Funding and stimulating innovative research for prevention, better treatments, and a cure.
- Providing education and support to prevent kidney disease in those at risk and empower those with kidney disease to optimize their health status.
- Advocating for improved access to high quality healthcare.
- Increasing public awareness and commitment to advancing kidney health and organ donation.

For almost 60 years, The Kidney Foundation has been a collaborative, innovative and focused leader in the development of programs, services, research opportunities and awareness campaigns that have had a positive impact on the millions of Canadians living with, or at risk of developing kidney disease.

**Job Summary:** Reporting to the Director, Philanthropy and Community Development, the Community Development Coordinator will draw upon the resources of the Development, Marketing and Communications, and Program departments while deploying the key components of the Kidney Foundation's Ontario Branch Strategic Plan.

In keeping with the overall Branch strategy of enhancing capacity to engage volunteers, building relationships among all KFOC stakeholders, and developing community-based initiatives, the Coordinator will connect with and re-engage the Foundation's existing base in the catchment area, including relationships with dialysis units, healthcare partners, and funders.

### **Fund Development**

- Provide leadership in major expansion and growth of annual Walk
- Lead the delivery of the Foundation's annual events held in the Northern Superior Chapter
- Work with volunteer committees to manage third party and Chapter events with the goal of achieving and/or exceeding event revenue goals.
- Provide support and work cohesively with the Volunteer Board and event committees to meet goals, assist in recruiting new event committee volunteers.

## ***Position Posting***

- Develop planning process for events, including goal setting, budgets, timelines, critical path and reporting
- Create unique sponsorship opportunities and develop strategies to attract new sponsors, with a focus on in-kind sponsorship to reduce event expenses
- Keep meticulous records, using Raiser's Edge to manage event data
- Deploy Foundation stewardship plan for retention and growth of event sponsors
- Actively pursue engagement, recruitment, retention, and recognition of Volunteers

### **Programs**

Promote and represent The Kidney Foundation patient programs and services within Thunder Bay and surrounding areas

- Respond to inquiries about kidney health issues.
- Collaborate and engage with programs team, chapters, volunteers, patients and family members, and other key stakeholder groups, to implement existing patient programs and services and seek new opportunities to grow support services and public awareness opportunities about kidney health and wellbeing.
- Support patient programs and services within the Thunder Bay region
- Network with community partners to build collaborative engagements.
- Act as a liaison providing information and support between The Foundation and other key stakeholders such as the nephrology hospital programs, community stakeholders, Ontario Renal Network, volunteers and patients and family partners and advisor.

### **Position Status:**

Part Time

### **Required Skills:**

The ideal candidate possesses:

- Relevant university or college education (e.g. social work, social services, fund development, event planning, marketing or volunteer management) an asset
- Demonstrated experience in volunteer outreach, engagement and supervision
- Experience as a volunteer
- Excellent telephone manner and customer service
- Relevant fund development experience
- Understands and demonstrates the concept of donor centered fundraising

Proven ability to work with and motivate volunteers committees in a diplomatic, professional manner

- Superior time management and organizational skills with the ability to prioritize multiple tasks and projects in a fast paced, results oriented environment
- Excellent oral, written and interpersonal communication skills, experience writing effective and persuasive grant proposals as asset



## ***Position Posting***

- Strong computer skills, including proficiency with MS Office products (Word, Excel, Outlook, etc.) and fundraising database; experience with Raiser's Edge an asset
- Willingness to work flexible hours during peak event times

### **Apply to:**

The Kidney Foundation of Canada, Ontario Branch  
1599 Hurontario St. Suite 201, Mississauga, ON L5G 4S1  
ATTN: Hiring Manager  
E-mail: [on.resumes@kidney.ca](mailto:on.resumes@kidney.ca)

***The Kidney Foundation of Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.***

*We wish to thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted.*