



Philanthropy & Community Development Coordinator – Atlantic Branch

Location

Home Based Atlantic Canada (fully remote) must be physically located in Nova Scotia or New Brunswick

Position status

Regular/Full Time, 35 hours per week

Salary Range:

\$55,000-\$60,000 Annually

Why Join The Kidney Foundation?

Excellent kidney health, optimal quality of life for those affected by kidney disease, and a cure. This vision drives us to build community connections, fund research and deliver programs and services that make a difference in the lives of those impacted by kidney disease, while engaging them in a community of care and support.

You can make a difference by joining our dynamic and dedicated team at The Kidney Foundation of Canada!

What do we offer?

- Support for a home office set up and monthly home internet allowance
- 3 weeks annual vacation (6% of earnings)
- 10 Health (sick) days and 2 personal days per year
- 12 holidays per year
- Participation in the Group Insurance Benefits plan
- Participation in the Group RRSP (employer contribution 5%)
- A full employee assistance program
- A culture that supports continuous learning and development

Job Overview:

The Philanthropy and Community Development Coordinator is responsible for planning and executing current fundraising events (e.g., Kidney Walk, Golf tournaments, Galas, Third-Party, etc.) and creating



new revenue-generating opportunities throughout the Branch. This role entails ensuring the seamless logistics of each event, from pre-planning to post-event wrap-up.

The successful candidate will commit to measurably growing The Kidney Foundation of Canada throughout Atlantic Canada.

This position requires an efficient and effective focus on leading, cultivating and stewarding corporate, individual volunteer and volunteer team relationships.

This position requires the ability to prospect, recruit and maintain long-term donor-centred connections, by providing them with the support they require to be successful while creating an experience meaningful to them.

This position will require travel in the Atlantic Region during event times.

What You Will Be Doing:

- Develop the annual business plan/budget for all event-based initiatives.
- Establish planning processes for events, including goal setting, budgets, timelines, critical paths, and reporting.
- Evaluate and assess the quality of current fundraising activities, revising processes as needed.
- Research and evaluate the feasibility of new fundraising activities for consideration.
- Collaborate with the MG manager to create an integrated fund development plan supporting the Foundation's event-based initiatives.
- Deploy the branch's stewardship plan for the retention and growth of event sponsors.
- Deliver impact reports to participants and funders.
- Actively pursue volunteer engagement in support of events through recruitment, training, retention, and recognition.
- Provide support, technical assistance, and training to fund development volunteers and staff as required.
- Participate as a member in National Committee focus groups to ensure best practices and support new initiatives.
- Abide by all fundraising policies and procedures established by The Kidney Foundation of Canada.
- Perform other duties as required.

Qualifications, Skills and Experience Needed:



- Post-secondary education in a relevant field, with a minimum of 3 years of direct experience, preferably in a not-for-profit/charitable organization.
- Proven experience in event coordination and logistics management, preferably within the fund development sector.
- Excellent organizational skills with the ability to multitask and prioritize effectively in a fast-paced environment.
- Strong interpersonal and communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite. Knowledge of Raiser's Edge is a plus.
- Previous experience working with a broad range of partners from community organizations, major businesses, and volunteers.
- Ability to think creatively and resourcefully. An analytical thinker with excellent problem-solving skills. Strong contributor in a team environment.
- Flexibility to work evenings and weekends as required during event periods.
- Valid drivers license

How to apply?

Email your resume to: Rosanna Mitchell, Senior Programs Coordinator/Office Administrator

Apply via email only using the subject line "Philanthropy & Community Development Coordinator" to resumesatlantic@kidney.ca

Please include a cover letter.

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.

Review of first round of applicants will be completed by **Feb 26, 2024**, but this position will remain open until a suitable candidate has been found.

More about The Foundation?

To learn more about The Foundation and explore our vision and mission, please visit our website at 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.