



THE KIDNEY FOUNDATION OF CANADA

Position posting

~ REGIONAL DEVELOPMENT OFFICER ~ (CONTRACTUAL POSITION)

Location: Montreal (Québec)

Organization: One in ten Canadians has kidney disease and millions of others are at risk. Each day 15 Canadians learn their kidneys have failed. The Kidney Foundation of Canada is a national volunteer charity that exists for the enhancement of kidney health and, if possible, the elimination of the burden of kidney disease. It emphasizes:

- Hope through research and its translation
- Support through access to care, comfort and transplantation
- Empowerment through knowledge, advocacy and community
- Engagement through an informed public and effective public policies and strategies.

Job summary: Reporting to the Director of Regional Development, and working under the supervision of the Coordinator of Development – Ouest du Québec, the Regional Development Officer will work in close collaboration with volunteers from the assigned territory to ensure the success of fundraising activities under his or her responsibility, mainly by helping organize the various Kidney Walk events that will be held in May and June 2019.

DUTIES:

Work in collaboration with volunteers across the assigned territory, with a focus on accountability:

- Work jointly with the different Kidney Walk committees to organize and provide logistics for these events;



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- Support the presentation of these activities by assisting with registration and logistics and providing administrative support;
- Help recruit, train and retain volunteers;
- Promote the Foundation with patients, their loved ones and regional communities;
- Consolidate and develop contacts with various stakeholders, including nephrologists and health professionals in outlying regions;
- Collect and/or enter data on activities under his or her responsibility;
- Solicit sponsors and carry out follow-up
- Organize and maintain a file archiving system;
- Draft and forward correspondence to various donors, participants and sponsors.

Position status:

Contractual, 35 hours, five days a week

- Available to work the occasional evening and weekend and to travel to outlying regions;
- Must hold a valid driver's licence and have access to a car (important)
- Start date: January 7, 2019
- End date: June 30, 2019

Note that the different Kidney Walk events are held on Saturday or Sunday at the end of May and in early June. The Regional Development Officer must be present at the Kidney Walk events under his or her responsibility.

Required skills

EXPERIENCE AND SKILLS REQUIRED:

- Diploma of college studies (DEC) (Prior experience will be considered);
- A minimum of one year of experience in event planning and fundraising (or the equivalent);
- A minimum of one year of work experience with volunteers (or the equivalent);
- Good knowledge of the MS Office suite and excellent overall computing skills a must;
- Able to use new computing platforms;
- Excellent knowledge of French (spoken and written);
- Excellent knowledge of English (spoken and written).



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SILLS REQUIRED:

- Able to work with volunteers
- Team spirit and mobilizing leadership
- Networking skills
- Focused on results
- Good listening skills and ability to show empathy
- Ease in juggling multiple deadlines and priorities
- Able to manage stress and work under pressure
- Rigour and attention to detail
- Autonomous, resourceful, and self-motivated

Apply to:

Interested candidates are asked to forward their CV (confidentiality guaranteed) and a cover letter by **no later than November 30, 2018. Only candidates retained will be contacted.**

Dany Babin
Director of Development
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Email: emploi@rein.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.