



Position Posting

~ Special Events Coordinator~ Central Ontario Region

Location: Mississauga, ON
Currently working remotely

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, or the Foundation's designate, the Special Events Coordinator will play a key role in supporting the Foundation's strategic plans for fund development, including the coordination of major and third party events within the Central Ontario Region catchment area.

Events

- Lead the delivery of local annual events held within Central Ontario, including Walks, 3rd Party Events, Volunteer Engagement Events and lend support Branch-wide initiatives
- Work with volunteer committees to manage third party and Chapter events
- Provide support and work cohesively with volunteer committees to meet goals, assist in recruiting new committee volunteers
- Develop planning process for events, including goal setting, budgets, timelines, critical paths and reporting
- Create unique sponsorship opportunities and develop strategies to attract new sponsors
- Provides leadership in growth of annual Walks
- Plan and implement day of logistics for all Chapter events



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- Collaborate with all departments in the planning and execution of all Chapter events

Stewardship

- Keep meticulous records, using Raiser's Edge to manage event data
- Ensure all sponsors and donors are stewarded in a personal and professional manner, including return on investment (ROI) reports to sponsors, ensuring donor recognition commitments are fulfilled
- Deploy stewardship plan for retention and growth of event sponsors
- Actively pursue engagement, recruitment, retention, and recognition of Volunteers

Volunteer Development

- Lead the acquisition, growth and retention of Volunteers and community partners to advance the Foundation's strategic plan
- Design and implement volunteer recruitment and recognition programs which foster the flexibility for individuals to create community structures around projects, geography, ethnicity, or other defined areas of opportunity. This includes the ongoing recruitment and development of senior volunteers and regional committees.

Major and Mid-Level Giving

- Support the process of cohesive prospect identification of donors with a focus on promoting and developing a strong culture of philanthropy
- Deploy Foundation stewardship and cultivation plans
- Ensure all prospects are cleared using the prospect clearance protocols for The Kidney Foundation of Canada

Position Status:

Full-Time, Permanent

Required Skills:

- 2+ years of relevant fund development experience including special event executive preferably in the not-for-profit sector.
- Post-secondary education and/or a diploma in fundraising, public relations or event management
- Demonstrated success raising funds through events
- Understands and demonstrates the concept of donor centered fundraising.
- Proven ability to work with and motivate volunteer 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 an asset.



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- Strong computer skills, including proficiency with MS Office (Word, Excel, Outlook, etc.); experience with Raiser's Edge an asset
- Willingness to work flexible hours during peak event times.
- Occasional travel within the Central Ontario Chapter Region
- Valid driver's license and access to a vehicle

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

Application Deadline: Open until position filled

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.