



## *Position Posting*

# ~ Coordinator, Community Programs ~

- Location:** This staff position works out of the Foundation's office in Saskatoon, Saskatchewan.
- 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:**

#### **OVERVIEW**

The programs provided by The Kidney Foundation of Canada ensure the delivery of the public benefit of the Foundation in accordance with our mission. The Programs are also a key element in establishing the public profile of the Foundation and in developing effective relationships with our key constituents, including funders.

#### **ROLE**

Working in collaboration with the program management team in Saskatchewan and Southern Alberta, the Coordinator, Community Programs oversees the implementation, day to day management, and evaluation of the program portfolio in Saskatchewan. The program portfolio includes patient services, organ donation initiatives, kidney health initiatives, and public education.

The Coordinator, Community Programs works with the Program team for Saskatchewan and Southern Alberta, and volunteer committees or teams, in developing in the goals, priorities, and key strategies for the effective delivery of programs within the province, and engagement of members of the kidney community through program related activities and events.

Reports to: The Branch Executive Director.

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### **Major Accountabilities**

- Assists in developing, monitoring, and implementing a comprehensive business plan/budget for programs and services in support of the Foundation's overall strategic plan, cognizant of National goals and objectives.
- Ensures that the Saskatchewan Branch complies with its mandate to provide all nationally mandated core patient services, and ensures that non-core patient services are provided, as appropriate and collect data and prepare required reports.
- Develops, provides leadership to and supports the appropriate Branch Program Committees and teams in the accomplishment of the overall strategic plan for the Branch.
- May act as a Foundation spokesperson and participate in media interviews for program areas as required. Assists the Manager, Fund Development and Community Relations, in briefing key volunteers and staff spokespeople on current issues, statistics, and position statements and for providing leadership and support where necessary.
- In collaboration with the Program Team, the Manager, Fund Development and Community Relations in Saskatchewan, and the Manager, Communications and Community Development for Southern Alberta, assists in the development and delivery of key messaging in the program areas within the Branch.
- Actively promotes and facilitates advocacy initiatives in support of policy development pertaining to renal care and organ donation and transplant programs in the province.
- Administers the Living Organ Donor Expense Reimbursement Program (LODERP) in Saskatchewan and prepares required reports.
- Coordinates and manages and Kidney Health and public education initiatives in the province. Plans, organizes, coordinates, promotes, and facilitates program related events throughout the province. This involves decision making input on external resources, managing event processes, coordinating meetings, preparing, and monitoring budgets.
- Responds to inquiries from the public about the Foundation's programs and services.
- Promotes the Foundation and develops and maintains relationships with community partners including the renal units and the transplant program, particularly the managers and staff.
- Together with the Executive Director, the Manager, Fund Development and Community Relations, and other staff as required, assists in developing and implementing integrated communications strategies in support of the Foundation's work.

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- Working with the Manager, Fund Development and Community Relations and the communications team, shares in the responsibilities for providing information for Newsletters, Website, Social Media, Sponsorship Packages, News Releases, and Media Coordination.
- Represents Saskatchewan on the national programs team.
- Participates in providing program related content to the Manager, Fund Development and Community Relations for the web page, social media, and newsletters.
- Assists the Branch Executive Director and the Manager, Fund Development and Community Relations in prospect development, cultivation, and stewardship activities to attract and maintain funding in support of the Branch programs.
- Assists in developing program grants and funding proposals.
- Responsible for communications and networking in support of promoting and implementing the Foundation's programs and assists with development of new opportunities to build community awareness and engagement.
- Works closely with the Manager, Fund Development and Community Relations in engaging and recruiting the kidney community, including renal health professionals, to participate in and support the Foundation's fund development events and activities.

### **Human Resources Development and Management:**

- Recruits and provides leadership and support to the appropriate Branch program related volunteers in the accomplishment of the overall strategic plan for the Branch.

**Position Status:** Regular Full Time

- Required Skills:**
- A related undergraduate degree
  - Related work experience
  - Effective speaking and presentation skills
  - A collaborative and consensus building working style
  - Valid driver's license and access to a vehicle
  - Excellent Microsoft Office 365 skills

**Apply to:** Apply by emailing resume and cover letter to: [info.sk@kidney.ca](mailto:info.sk@kidney.ca)  
With the subject line: Coordinator, Community Programs Position  
We seek to fill this position as soon as possible, and the competition will remain open until we find the candidate best suited for this position.

***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.***



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*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.*