



Coordinator, Communications and Fund Development Southern AB Branch

Location

Southern Alberta Branch 6007 1A St SW; Calgary AB T2H 0G5 / Partially Remote

Position status

Regular / Full-time 35 hours per week

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?

- A hybrid working environment
- 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 (with the exception of Short-Term Disability and Long-Term Disability)
- Participation in the Group RRSP (employer contribution 5%)
- A full employee assistance program
- A culture that supports continuous learning and development

Job Overview:

Based in the Southern Alberta Branch office, the Coordinator, Communications and Fund Development supports and assists the Manager, Communications and Community Development and the Manager, Kidney March and Signature Events, with the promotion and implementation of the annual Kidney March, Kidney Walks, and various Branch events and initiatives.



What You Will Be Doing:

Communications

- Reports to the Manager, Communications and Community Development.
- Assist Manager in preparing and distributing news releases for media and coordinating interviews with media, including preparing staff and volunteers to be interviewed.
- Write and distribute e-blasts, newsletters, and email and mail communications; assist in preparing and distributing stories for smaller community media (such as community newspapers, etc.)
- Works with communications, fund development, and program teams as required to assist in preparing and implementing promotional plans and materials for events and activities.
- Assist in preparing and posting social media content.
- Assist in coordinating public education and information activities and events including Green Shirt Day and other organ donation promotional activities.
- Assist in preparing and distributing stories related to other events, including Kidney March.

Fund Development

- Coordinate responses to and liaise with volunteers on third party fundraising events for the Foundation in consultation with Manager, Communications and Community Development and Manager, Kidney March and Signature Events (examples include Calgary Marathon participation).
- Research opportunities for funding grant applications and work with program team to develop and submit applications.
- Assist in coordinating Branch 50/50 campaigns.
- Identify potential sponsors for program events and initiatives and assist in preparing proposals and implementing stewardship plans for program sponsors and fundraising initiatives as assigned.
- Assist in coordinating sponsors and sponsor stewardship for Kidney March and Kidney Walks as required.

Kidney Walks

- Reports to the Manager, Kidney March and Signature Events.
- Work closely with the Coordinator, Community Relations to assist in implementing communications and promotions for the Walks in Lethbridge and Medicine Hat.



Qualifications, Skills and Experience Needed:

- Proven ability to learn and utilize new software programs
- Hands on experience with Microsoft 365
- Excellent writing skills
- Strong project management skills
- Ability to work both independently and as a team member on multiple priorities
- Relevant post-secondary education is an asset

How to apply?

The Kidney Foundation of Canada, Southern Alberta Branch
6007 1A St SW; Calgary, AB T2H 0G5
ATTN: Hiring Manager
E-mail: info.sab@kidney.ca

Please include a cover letter telling us why this position appeals to you and why you think you are well suited for this position.

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.