



Community Development & Kidney Care Coordinator

Location

Remote – home based office in Fort McMurray, AB

Position status

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, Northern Alberta and The Territories Branch!

What do we offer?

- A hybrid working environment
- Support for a home office set up and monthly home internet allowance
- 3 weeks annual vacation
- 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 Community Development & Kidney Care Coordinator is responsible for direct support, coordination and administration of fund development and Kidney Care activities for the Northern Alberta & The Territories Branch within the Wood Buffalo area. As an active team player, the Community Development & Kidney Care Coordinator will perform other related duties consistent with Branch goals and policies. The position reports to the Executive Director.

What You Will Be Doing:

Development activities work in conjunction with Communications/Development Manager:

- Within the allotted budget and business plan, responsible for the coordination of specific (s) Branch fund development events including but not limited to:
 - Kidney Walk
 - Special Events
 - Cash for Christmas
 - Third Party Events
- Assists in coordinating the planning, preparation, execution, follow up and evaluation of all events.



- Ensures the appropriate sponsorship, promotion and/or media awareness required to optimize the success of the event (s) in conjunction with Executive Director and/or designated Team Member.
- Assists in all aspects of the donations cycle: research and identify prospects, cultivate through personal communications, phone calls, mailings, and visits to solicit donations/sponsorships, acknowledge and steward donations, and foster continuing relationships.
- Recruits, trains, supervises, evaluates, and thanks volunteers for all fund development and program activities.
- Provides comprehensive administrative support to volunteer committee members involved in events as required.
- Assists Communications Manager in the development of a strong social media presence in the Wood Buffalo area.
- Attends Kidney Foundation fund development national meetings as assigned.

Kidney Care activities work in Conjunction with Kidney Care Manager:

- Coordinates educational events, public displays and attends health related conferences to promote kidney health and organ/tissue donation awareness.
- Recruits, and manages volunteers for kidney care services activities and events. Activities include Speaker's Bureau in schools and Kidney One on One Program.
- Develops and delivers presentations on kidney health and organ and tissue donation to interested groups. Ensures the delivery of key messaging in the program area within the constituency.
- Actively promotes advocacy initiatives in support of policy development as it pertains to renal care delivery. Activities include distribution of Short-Term Financial Assistance program.
- Responds to patient inquiries, coordinates information and referral, and liaises with patients at dialysis unit.

Qualifications, Skills and Experience Needed:

Education:

Post-secondary education in volunteer and special event management, education or other related field with at least 3 years of related experience. At least 3 years of experience working in the charitable or not-for-profit sector is required.

Skills:

- Exceptional interpersonal and communication skills.
- Working knowledge of Microsoft Office and social media platforms. Knowledge of Raisers Edge.
- Ability to work independently and as part of a team.

Physical Demands and Other:

- Must hold a valid driver's license, and a reliable vehicle.
- Meets the physical demands of the position.



How to apply?

Email your resume to: info.NABT@kidney.ca

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.

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