



## Administrative & Development Assistant

### Location

Manitoba (Winnipeg) / Partially Remote (minimum 3 days on-site)

### Position status

Regular 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 paid 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 **Administrative and Development Assistant** is an individual who works well in a fast-paced environment with a small collaborative team. They bring strong time management and multi-tasking skills to the workplace, along with curiosity, compassion, and collaboration.

### What You Will Be Doing:

- First point of contact for incoming phone calls and emails and responds in a prompt and courteous manner (including the Kidney Cars Program)
- Provide support for all fundraising events as requested, but specifically Kidney Walk and annual gala
- Assist with STFA administration and Kidney Care Boxes packing/fulfillment
- Accurately capture donor intent in processing gifts by maintaining a thorough understanding of all appeals, funds, and gift types including multi-year and annual pledges, matching gifts, tribute gifts, online, and in-kind donations



- Partner with Finance to coordinate general accounting of gifts, bank deposits, accounts payable and assist as needed with monthly revenue reconciliation
- Generate timely and accurate acknowledgment letters, tax receipts, and tribute acknowledgments; effectively coordinate with team for special letters
- Create, edit, and maintain accurate constituent records in Raiser's Edge, ensuring that all biographical and contact information for donors and volunteers conforms to the standards established by the Foundation
- Introductory calling to corporate community to determine contacts for sending event/donation requests or kidney health presentation invites
- Respond to requests for information from donors, volunteers, and staff in a professional and timely manner. Assist the team with troubleshooting and resolving gift processing questions
- Assist the development team with data cleaning projects, such as address updates, duplicate record cleanup, outstanding pledge research, and constituency code updates
- Schedule and organize meeting logistics as assigned (records, prepares, and distributes minutes).
- Organize and order supplies, handle shipping/couriers/mail delivery, etc.
- Provide support to management and aid with various administrative duties

### **Qualifications, Skills and Experience Needed:**

- 2-3 years' high paced office experience; experience inputting data or gift entry into Raiser's Edge or a similar content management system is considered essential
- Experience in fundraising/development, bookkeeping/administrative, data entry, or other related positions
- Strong research, organizational, oral, and written communication, and proofreading skills, with a clear eye for detail, and a thoughtful, analytical approach to managing complex tasks
- Proficiency using MS Word, Outlook, Excel
- Familiarity with non-profit fundraising operations. Strong working knowledge of CRA receipting guidelines
- Ability to be self-directed, provide solutions, work well with competing priorities, meet deadlines, and manage workflow processes involving multiple people
- Collaborative style combined with the ability and desire to work in a team-based environment.
- Sound judgment and the ability to exercise discretion when dealing with confidential information regarding the Foundation's business and sensitive donor information
- Ability and willingness to work a flexible schedule when required to meet deadlines or other priorities, and
- Ability to use critical thinking skills to navigate and anticipate requests for data and to solve complex technical problems.

### **How to apply?**

Email your resume and cover letter to: [greg.unger@kidney.ca](mailto:greg.unger@kidney.ca) with the subject line "A&D Assistant".  
Deadline for submissions is Friday, April 28, 2023.



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](http://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.*

*Kidney Foundation of Canada complies with the requirements of Accessibility Act.*