



Fund Development Assistant – Atlantic Branch

Location

Home Based within Atlantic Canada

Position status

Regular, Full-time (35 hours per week)

Hiring Salary Range

\$48,000-\$52,000 Yearly

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
- Participation in the Group RRSP (employer contribution 5%)
- A full employee assistance program
- A culture that supports continuous learning and development

Job Overview:

Are you looking for a position that will allow you to work directly with people? Are you skilled



at supporting people, organizations and teams to be successful in raising funds at events? Do you love the small details that create memorable moments, impact, and funding that will benefit people in Atlantic Canada? Our team is searching for another dedicated individual who is as passionate as us!

The Fund Development Assistant will support both the work of the Events Lead and Annual Giving Lead by helping to deliver events throughout Atlantic Canada, building and developing a volunteer base, and supporting with administrative tasks.

The successful candidate has a cross section of skills that range from event planning, strong computer skills - including graphic design, Social Media platforms use, and communications. You will be able to multi-task, work independently, build robust relationships, and have strong attention to detail. Preference will be given to people who also have knowledge of Raiser's Edge and prospect research.

This position will work from a homebased office with other staff members virtually and requires travel throughout the Atlantic provinces during event season.

Qualifications, Skills and Experience Needed:

- Relevant university or college education (e.g. fund development, event planning, marketing, sales, or volunteer management) and minimum 1
 - 3 years relevant experience
- Proven success in event planning
- Excellent oral, written and interpersonal communication skills (face to face and online conferencing platforms)
- Experience leading volunteers, and supporters
- Understands and demonstrates the concept of donor centered fundraising
- Demonstrated experience in volunteer outreach, and engagement in a diplomatic, professional, and goal-oriented manner
- Superior time management and organizational skills with the ability to prioritize multiple tasks and projects
- Extensive knowledge of, and comfort with, a variety of Microsoft programs, social media platforms and fundraising databases (e.g. Raiser's Edge)
- A self-starter with the ability to work collaboratively with a team
- Graphic design skills would be an asset
- Bilingualism is a strong asset
- Willingness to travel and work flexible hours during peak event times
- Valid Driver's License and access to a car are required
- MUST reside in one of the four Atlantic provinces



How to apply?

Email Resume with Cover letter and salary expectations to: Shelley Grogan, Executive Director – Atlantic Branch, using the subject line “Atlantic Fund Development Assistant” to resumesatlantic@kidney.ca.

Applications will be accepting on a rolling basis until the position is filled. The first round of reviews will begin on May 1, 2023.

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.