



## Fundraising Assistant

### Location

Ottawa / Partially Remote

### Position status

Casual/Seasonal, 8 weeks, 35 hours per week \$16 per hour

### **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
- Vacation will be provided at the rate of 6% of annual earnings.
- Monthly home internet allowance
- A culture that supports continuous learning and development

### **Job Overview:**

The Fundraising Assistant will participate in enhancing the image and public awareness of The Kidney Foundation for Canada by providing assistance to various initiatives and fundraising activities.

### **What You Will Be Doing:**

#### **Responsibilities:**

- Provide administrative and clerical support
- Exercise strong customer-service skills in all interactions with current and potential volunteers/sponsors, donors, participants, committee members and staff.
- Prepare thank you letters, acknowledgments, proposals and other fundraising-related materials
- Draft correspondence, reports and presentations; edit and format documents
- Work closely with the team to ensure the success of our signature and third party events.
- Assist with marketing of signature events.
- Proactively identify and support opportunities for collaboration with other team members to optimize fund development opportunities
- Attend meetings, take meeting notes and ensure timely completion of action items and follow-ups



- Work with the fundraising database (Raiser's Edge) generate reports, manage lists and coordinate mailings/communications as required. Ensure record keeping is accurate, current and consistently entered into the database
- Perform other related duties as required and assigned.

### **Qualifications, Skills and Eligibility:**

- Excellent verbal and written communication skills;
- Good organizational and time management skills;
- Good interpersonal skills and strong teamwork abilities;
- Ability to meet deadlines and juggle multiple priorities in a timely, efficient manner.
- Computer literacy e.g. Competency of Microsoft office and internet experience.

### **NOTE: To be eligible to apply for this position you must:**

- Be between 15 and 30 years of age at the start of the employment
- Be a Canadian citizen, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations
- Access to a vehicle is required and a valid drivers license

This position is funded through the **Canada Summer Jobs** Initiative. As such, applicants must meet the requirements indicated above; and applications from individuals who reflect the broad diversity of communities we work with, including those from newcomer, racialized and LGBTQ+ communities, is highly encouraged.

### **How to apply?**

Email your resume to: [Jennifer.heale@kidney.ca](mailto:Jennifer.heale@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](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.*