



Regional Development Coordinator

Location

Remote with access to Quebec City Office

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;
- A range of attractive benefits, including group insurance and a group RRSP with a significant employer contribution;
- A comprehensive assistance program;
- An organizational culture that promotes ongoing learning and development;
- Access to office located in Quebec City

Job Overview:

Reporting to the Director – Community Engagement and Relations, and working under the supervision of the Quebec City Office Coordinator, for the region you will be assigned to, you will be called on to:

- Recruit and select key volunteers to fill vacant positions (chapter boards and event steering committees);
- Onboard, train, supervise and recognize volunteers while fostering an accountability-focused approach;
- Plan and organize fundraising, information and promotional activities, as well as steering committee and chapter board meetings;
- Build close relationships between the Foundation and nephrology health staff, patients and their families, businesses and the community;
- Gather and enter data on the activities under your responsibility;
- Produce reports, manage deposits, inventories and documents;
- Provide exceptional customer service to donors, participants and sponsors;



- Collaborate with Branch staff in assessing the needs with respect to tools, developing these tools and communicating their availability to volunteers, participants and organizers in your territory.

Your assigned territory may change depending on the Foundation's strategic priorities.

Qualifications, Skills and Experience Needed:

- A college degree (or equivalent experience);
- Experience in event organization and in volunteer management (minimum 1 year);
- Interpersonal skills, ability to listen and diplomacy;
- Team spirit, mobilizing leadership, and adaptability;
- Self-reliance and resourcefulness;
- Ability to handle multiple files simultaneously, manage deadlines and prioritize;
- Bilingual French/English (spoken and written);
- Flexibility to attend occasional evening and weekend events and meetings requiring travel;
- A driver's license and access to a car;
- Mastery of the MS Office suite;
- Familiarity with the *Raiser's Edge* database and the *AKA Raisin* platform (a definite asset);
- Ability to manage social networks (definite asset).

How to apply?

Email your resume to: recruiting@kidney.ca

Only applications sent by email will be accepted. 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

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.

The Kidney Foundation of Canada complies with the requirements of Bill 96.