



# Regional Development Coordinator

## **Location**

Remote with access to Montreal 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;
- A modern office located in Montreal and close to public transportation.

## **Job Overview:**

Reporting to the Director – Community Engagement and Relations, 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 university degree (or equivalent experience);
- Experience in event organization and in volunteer management (minimum 5 years);
- 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](mailto: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](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.*

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