



## Assistant to the Philanthropy & Community Development Coordinator – Atlantic Branch

### Location

Home Based Atlantic Canada (fully remote) **must be physically located Nova Scotia or New Brunswick**

### 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?

- Support for a home office set up and monthly home internet allowance
- 3 weeks annual vacation (6% of earnings)
- 10 health (sick) days per year
- 15 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 Philanthropy and Community Development Assistant, plays a crucial role in providing administrative support to the Fund Development activities within the Branch.



The successful candidate will commit to measurably growing The Kidney Foundation of Canada throughout Atlantic Canada.

This position may require travel in the Atlantic Region during event times.

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

- Administer and offer clerical support to the Philanthropy and Community Development Team/Fund Development Team, ensuring the success of various events and activities.
- Take charge of coordinating specific fundraising events, overseeing planning, preparation, execution, and post-event follow-up.
- Deliver comprehensive administrative support to volunteer committee members involved in events.
- Collaborate with the Philanthropy and Community Development team, to recruit, train, supervise, and evaluate volunteers.
- Proactively identify and support opportunities for collaboration with other team members to optimize Fund Development opportunities.
- Attend meetings, take notes, and ensure timely completion of action items and follow-ups.
- Maintain accurate constituent records in Raiser's Edge, ensuring compliance with Foundation standards for donor and volunteer information.
- Generate reports, manage lists, and coordinate mailings/communications using Raiser's Edge and AKA.
- Accurately process gifts, capturing donor intent and understanding various gift types.
- Prepare thank-you letters, acknowledgments, proposals, and other fundraising materials.
- Draft correspondence, reports, and presentations, and edit/format documents.
- Assist the development team with data cleaning projects, such as address updates and duplicate record cleanup.
- Generate timely acknowledgment letters, tax receipts, and tribute acknowledgments, coordinating with the team for special letters.
- Adhere to all fundraising policies and procedures established by The Kidney Foundation of Canada.
- Perform other related duties as required and assigned.

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

- Post-secondary education in a relevant field, with a minimum of 2 years of direct experience, preferably in a not-for-profit/charitable organization.
- Previous experience in event planning or coordination
- Attention to detail and problem-solving skills.



- Proficiency in Microsoft Office Suite.
- Essential experience in inputting data or gift entry into Raiser's Edge or a similar content management system.
- Excellent organizational skills with the ability to multitask and prioritize effectively in a fast-paced environment.
- Strong interpersonal and communication skills, both written and verbal.
- Physical ability to lift and move event equipment and materials.
- Flexibility to work evenings and weekends as required.
- Valid drivers license & access to a vehicle.

## How to apply?

Email your resume to: **Rosanna Mitchell, Executive Director**

Apply via email only using the subject line "**Assistant to the Philanthropy & Community Development Coordinator**" to [resumesatlantic@kidney.ca](mailto:resumesatlantic@kidney.ca)

Please include a **cover letter** and **salary expectations**.

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.

Review of first round of applicants will be completed by **July 25, 2024**, but 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)

**At The Kidney Foundation of Canada, we value diversity, which helps us to understand and meet the needs of the people we serve. We also recognize the important role it plays in fostering creativity and innovation.**

**The Kidney Foundation of Canada welcomes and encourages applications from people from all walks of life, including diverse gender identities, Indigenous Peoples, visible and ethnic minorities, and people with disabilities. Accommodation is available confidentially upon request for candidates taking part in all aspects of the selection process.**

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