



Fund and Community Development Officer, Kingston

Location

Kingston/ Fully Remote

Position status

This position is for an existing vacant position
Regular, Full-time, 35 hours per week

Hiring Salary Range:

From \$ 50,000 to \$ 55,000 per year, depending on experience

Selection Process: Artificial intelligence is not used during the hiring process.

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 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:

Reporting to the Senior Regional Manager, Community and Fund Development – Eastern Ontario, or the Foundation’s designate, the Fund and Community Development Officer will play a key role in supporting the Foundation’s strategic plans for fund and community development within the Kingston catchment area.

In keeping with the overall Branch strategy of enhancing capacity to engage volunteers, building relationships among all stakeholders and developing community-based initiatives, the Fund and Community Development Officer will connect and re-engage the Foundation’s existing base including relationships with renal programs, healthcare partners and funders.

What You Will Be Doing:

Fund Development

- Lead the delivery of local annual activities held within the Kingston catchment area and support Branch-wide initiatives
- Work with volunteer committees to manage third party events.
- Provide support and work cohesively with volunteer committees to meet goals, assist in recruiting new committee volunteers
- Develop planning process for activities, including goal setting, budgets, timelines, critical path and reporting
- Create unique sponsorship opportunities and develop strategies to attract new sponsors.
- Keep meticulous records, using Raiser’s Edge to manage data
- Ensure all sponsors and donors are stewarded in a personal and professional manner, including return on investment (ROI) reports to sponsors, ensuring donor recognition commitments are fulfilled
- Deploy Foundation stewardship plan for retention and growth of event sponsors
- Provide leadership and oversight to annual Walk
- Actively pursue engagement, recruitment, retention, and recognition of Volunteers

Major and Mid-Level Giving

- Support the process of cohesive prospect identification and research of donors
- Deploy Foundation stewardship and cultivation plans
- Develop and maintain a submission cycle calendar for grant renewals and prospects within the catchment area
- Ensure all prospects are cleared, using the prospect clearance protocols



Community Development

- Promote, represent and support The Kidney Foundation's patient programs and services within the Kingston catchment area.
- Collaborate and engage with programs team, chapters, volunteers, patients and family members, and other key stakeholder groups, to implement existing patient programs and services and seek new opportunities to grow support services and public awareness opportunities about kidney health.
- Act as a liaison providing information and support between The Foundation and other key stakeholders such as the nephrology hospital programs, community stakeholders, Ontario Renal Network, volunteers, patients and family partners and advisors.
- Lead the acquisition, growth and retention of volunteers and community partners to advance the Foundation's priorities on patient service delivery.
- Create networks with community partners and renal professionals to identify opportunities for collaboration or allocation of volunteer support to patient needs.
- In collaboration with the local leadership group, lead the development and implementation of short and long-range plans for community engagement while creating new ways of connecting with, and retaining volunteers.
- Design and implement local volunteer recruitment and recognition programs. This includes ongoing recruitment and development of the local leadership group.

Qualifications, Skills and Experience Needed:

- 3+ years of relevant fund development experience
- Post-secondary education and/or a diploma in fundraising, marketing, public relations or event management
- Demonstrated success raising funds through annual giving, mid-level giving and major gifts.
- Understands and demonstrates the concept of donor centered fundraising.
- Proven ability to work with and motivate volunteer committees in a diplomatic, professional manner.
- Superior time management and organizational skills with the ability to prioritize multiple tasks and projects in a fast paced, results oriented environment.
- Excellent oral, written and interpersonal communication skills, experience writing effective and persuasive grant proposals as asset.
- Strong computer skills, including proficiency with MS Office products (Word, Excel, Outlook, etc.) and fundraising database; experience with Raiser's Edge an asset
- Willingness to work flexible hours during peak event times.
- Fully functional designated home workspace.
- Valid driver's license and access to a vehicle.



How to apply?

Email your resume to: on.resumes@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

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.

Kidney Foundation of Canada complies with the requirements of Accessibility Act.