



Volunteer & Donor Stewardship Officer

Location

Ontario Branch, Mississauga, ON, / Partially 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 Director, Philanthropy and Community Development, or the Foundation's designate, the Volunteer and Donor Stewardship Officer, will play a key role in supporting the Foundation's strategic plans and the successful operation of a comprehensive engagement and stewardship program for volunteers and donors.

**What You Will Be Doing:**

- Manage a process that enhances relationship building and assists managers/directors and volunteer leaders in maintaining personal contact with major donors and other volunteers
- Assist with the recruitment of and stewardship of volunteers
- Execute recruitment, training, and retention plans
- Assist with cultivation/appreciation events; attend events as needed
- Identify best practices at other organizations for volunteer and donor stewardship, planning and operations
- Provide support to Branch volunteer and fund development committees
- Assist in developing Branch-wide resources that will grow and retain a vibrant pool of volunteers and donors
- Post volunteer opportunities with local volunteer agencies, Foundation website, and social media channels
- Answer all inquiries about volunteer opportunities
- Develop recruitment and stewardship processes
- Develop acknowledgment, stewardship and retention plans for volunteers and donors
- Collaborate with staff to develop acknowledgment and recognition procedures and plans for volunteers and donors
- Work in partnership with staff to identify and develop volunteer and donor recognition opportunities
- Develop reports and analysis that measure the success of initiatives
- Manage process to update volunteer and donor database information
- Manage collection, tracking and reporting of volunteer data

Qualifications, Skills and Experience Needed:

- Post-secondary degree or diploma in volunteer or fundraising management, or equivalent work experience
- Minimum of 2 years' experience in volunteer engagement/fund development/stakeholder engagement, or an equivalent client-focused environment
- An understanding of kidney disease and its burden on patients and families
- Excellent organization skills, detail oriented
- Excellent written and verbal communication skills
- Proficiency with customer relationship management databases (such as Raiser's Edge) and MS Office
- Highly organized with the ability to prioritize multiple requests
- Knowledge of principles and techniques relevant to volunteer and donor engagement and stewardship
- Strong customer service-oriented skills
- Demonstrated success with recruitment, cultivation and recognition strategies
- Highly organized with the ability to prioritize multiple requests
- Experience working in a multi-level, non-profit organization.



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.