



## Coordinator, Philanthropic Development, Montreal, Montréal, Estrie

### Location

Full- or part-time telework (from the offices in Montreal)

### 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
- 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  
(these must first be used to satisfy provincial statutory holidays, the balance can be used at the employee's discretion)
- 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



## Duties:

Are you at ease with reaching out to others, and do you hold recognized organizational skills and enjoy fundraising? We're giving you the opportunity to make a significant impact on the kidney community and contribute to the regional development of The [Kidney Foundation of Canada](#).

Reporting to the Director – Philanthropic Development, you will be responsible for fulfilling the following duties in the Montreal, Montérégie and Estrie regions (you must live in one of these regions):

- Meet financial targets via the search for sponsors and donations and the organization of third-party events.
- Plan and organize fundraising, information and promotional activities, along with committee meetings.
- Attend events and carry out networking aimed at recruiting key volunteers for organizing committees.
- Receive, train and supervise volunteers taking part in committees and events, and ensure that they feel recognized.
- Promote the Foundation and its events in an effort to forge close ties with the community.
- Ensure data collection and entry in relation to the activities under your responsibility.
- Issue reports and manage deposits, inventory and documents.
- Provide exceptional customer service to donors, participants and partners.
- Collaborate with Quebec Branch employees on planning needs, and develop and distribute tools made available to volunteers, participants and event organizers.

## Qualifications, skills and experience required:

- Diploma of college studies (or equivalent experience).
- Minimum three years' experience in project coordination, with a proven ability to manage schedules and priorities.
- Minimum one year of experience in fundraising.
- At ease with building relationships: interpersonal skills, mobilizing leadership, good listening skills, and ability to work as part of a team.
- Autonomy, initiative and rigour.
- Mastery of French.
- Scheduling flexibility for purposes of participating in occasional evening and weekend events and meetings requiring travel.
- Must hold a driver's licence and have access to a car.
- Mastery of the MS Office suite.
- Knowledge of the *Raiser's Edge* database and the *AKA Raisin* platform (an asset).
- Ability to manage social media (an asset).



## How to apply?

Email your resume to: [melodie@engages.ca](mailto:melodie@engages.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](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.**

***The Kidney Foundation of Canada complies with the requirements of Law 14.***