



Coordinator, Regional development

Location

Montreal Office – Hybrid environment

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 You Will Be Doing:

Do you have great interpersonal skills, are you known for your organizational abilities and do you enjoy fundraising? We offer you the chance 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 – Community Engagement and Relations, you will be responsible for performing the following tasks for regions to be determined:

- Achieve financial objectives through events, sponsorship and donations, and third-party events
- Plan and organize fundraising, information and promotional activities, as well as committee meetings
- Attend events and network to recruit key volunteers for organizing committees
- Welcome, train, supervise and develop volunteers for your committees and events
- Promote the Foundation and events to establish close contacts with the community
- Collect and enter data relating to the activities for which you are responsible
- Ensure the production of reports and them management of deposits, inventories and documents
- Offer exceptional customer service to donors, participants and partners
- Collaborate with Quebec Branch employees in planning needs, developing and distributing tools for volunteers, participants and event organizers



What do we offer?

- A hybrid work environment (office in Montreal)
- New, modern offices near the Snowdon metro station
- 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 calendar 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

Qualifications, Skills and Experience Needed:

- College diploma (or equivalent experience)
- Minimum 3 years' experience in coordinating multiple projects, with proven ability to manage deadlines and priorities
- Minimum 1 year fund-raising experience
- Ability to build relationships: interpersonal skills, mobilizing leadership, good listening skills and sense of politics
- Autonomy, initiative and attention to detail
- Perfect command of French
- Flexible schedule to participate in occasional evening and weekend events and meetings requiring travel
- Driver's license and access to a car
- Proficiency in MS Office software
- Knowledge of Raiser's Edge database and AKA Raisin platform (an asset)
- Ability to manage social media networks (an asset)

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How to apply?

Email your CV to: melodie@engages.ca

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

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.