



## Special Events Officer GTA-Central Ontario Region

### **Location**

Mississauga/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 (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



## Job Overview:

Reporting to the Director, Philanthropy and Community Development, or the Foundation's designate, the Special Events Officer will play a key role in supporting the Foundation's strategic plans for fund development, including the management of major and third-party events within the GTA-Central Ontario Region catchment area.

## What You Will Be Doing:

Reporting to the Director, Philanthropy and Community Development, or the Foundation's designate, the Special Events Officer will play a key role in supporting the Foundation's strategic plans for fund development, including the coordination of major and third-party events within the GTA-Central Ontario Region catchment area ensuring fundraising and recruitment targets are met.

### Events

- Manage, plan, and execute local events held within Central Ontario, including Gala Dinner, Walks, 3<sup>rd</sup> Party Events, Annual Volunteer Celebration, and lend support to Branch-wide initiatives
- Develop planning process for events, including goal setting, budgets, timelines, critical paths, logistics and reporting
- Key point of contact for fundraisers, providing engagement and support on an ongoing basis.
- Create unique sponsorship opportunities and develop strategies to attract new sponsors
- Support fundraising growth through relationship management of donors and participants
- Achieve event revenue targets through maximizing event participation, donations, GIK donations and sponsorship.
- Support volunteer/committee recruitment and onboarding
- Collaborate with all departments in the planning and execution of all Chapter events

### Stewardship

- Keep meticulous records, using Raiser's Edge to manage event 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 stewardship plan for retention and growth of sponsors, donors and participants

### Volunteer Development

- Lead the acquisition, growth and retention of volunteers and community partners to advance the Foundation's strategic plan
- Actively engage, recruit, retain, and recognize volunteers

### Major and Mid-Level Giving

- Support the process of cohesive prospect identification of donors with a focus on promoting and developing a strong culture of philanthropy
- Deploy Foundation stewardship and cultivation plans
- Ensure all prospects are cleared using the prospect clearance protocols



## Qualifications, Skills and Experience Needed:

- 2+ years of relevant fund development experience including special event execution preferably in the not-for-profit sector
- Post-secondary education and/or a diploma in fundraising, public relations or event management
- Demonstrated success raising funds through events
- 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 an asset
- Strong computer skills, including proficiency with MS Office (Word, Excel, Outlook, etc.); experience with Raiser's Edge an asset
- Willingness to work flexible hours during peak event times
- Occasional travel within the Greater Toronto area
- Valid driver's license and access to a vehicle

## How to apply?

Email your resume to: [on.resumes@kidney.ca](mailto: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.

**Application deadline:** Monday, June 23, 2025

## 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.**

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