



Coordinator – Fund Development Outaouais

Location

Full remote work

Position Status

Permanent/ Part-time (21 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?

- Fully remote position (support for a home office set up and monthly Internet allowance are provided)
- Mileage reimbursement
- Healthy work-life balance
- 3 weeks annual vacation (6% of earnings)
- 10 health (sick) days per year
- 15 paid holidays per year (They must first be used to cover provincial holidays; any remaining days may 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:

You easily engage with others, are well known for your organizational skills and love making change possible. We offer you the chance to have a significant impact on the community and to help with the growth of the [Kidney Foundation of Canada](#)!



Reporting to the Director, Philanthropic Development, you will have the following responsibilities in the **Outaouais region, where you must reside.**

What you will be doing:

- Recruit and select key volunteers to fill vacant positions (chapter boards and event organizing committees)
- Greet, train, oversee and recognize volunteers in an empowerment-based approach
- Plan and organize fundraising, information, and promotional activities, as well as organizing committees and chapter board meetings
- Support volunteers to reach the set financial objectives by finding sponsorships, partnerships, and donations, and by organizing third-party events
- Establish close connections between the Foundation and kidney healthcare professionals, patients and their families, businesses, and the community
- Ensure the collection and entry of data related to activities under your responsibility
- Ensure the production of reports, as well as the management of deposits, inventories, and documents
- Offer exceptional client services to donors, participants and partners
- Collaborate with the employees of the Quebec Branch in planning needs, developing, and disseminating tools available to volunteers, participants, and event organizers.

Some activities may be done remotely with the support of volunteers on site.

Qualifications, compétences et expérience requises :

- College Degree (or experience considered equivalent)
- At least 3 years experience in project coordination with proven ability to manage deadlines and priorities
- Ease in building relationships: interpersonal skills, mobilizing leadership, good listening, and political awareness
- Autonomy, initiative, and thoroughness
- Open to a flexible work schedule to occasionally participate in events and meetings in evenings or weekends, and to travel
- Valid driver's licence and access to a vehicle
- Proficiency with MS Office Suite programs
- Knowledge of the *Raiser's Edge* database and the *AKA Raisin* platform (an asset)
- Level of French required: advanced oral and written 90% of tasks to be performed
- Level of English required: intermediate oral and written 10% of tasks to be performed

How to apply?

Email your resume 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

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 Bill 14.