



Coordinator, regional development Montreal, Montréal, Eastern Townships

Location

Remote work fully or partially (from the Montreal)

Position Status

Permanent

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?

- 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)
- Hybrid working environment (2 days/week in office)
- Participation in the Group Insurance Benefits
- Participation in the Group RRSP (employer contribution 5%)
- Full employee assistance program
- Support for a home office set up and monthly home internet allowance
- A culture that supports continuous learning and development

Job Overview:

You easily engage with others, are well known for your organizational skills and love fundraising? 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 Regional Development Manager, Western Quebec, you will have the following

responsibilities for Montreal, Montérégie and Eastern Townships (you must reside in one of these):

- Reach the financial objectives through new sponsorships and donations, and third-party events.
- Plan and organize fundraising, information and promotional events, as well as committee meetings.
- Take part in events and network to recruit key volunteers to organizing committees.
- Greet, train, oversee and recognize volunteers involved with committees and events.
- Promote the Foundation and its events to establish close relationships with the community.
- Ensure the collection and entry of data related to the 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.

Qualifications, Skills and Experience Needed:

- College Degree (or experience considered equivalent)
- At least 3 years experience in project coordination with proven ability to manage deadlines and priorities
- At least 1 year experience in fundraising
- 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 occasional 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)
- Ability to create social networks (an asset)
- Level of French required: advanced, spoken and written, approximately 85 % of tasks to be performed
- Level of English required: beginner, spoken and written, approximately 15 % of tasks to be performed

How to apply?

Email your resume to: Elsa.desjardins@rein.ca

This position will remain open until a candidate has been chosen.



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 Law 14.