



Regional Development Manager Eastern Quebec

Location

Montreal Office / partially remote

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:

Are you a versatile manager with a strategic vision and focused on results who wants to change things? 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](#) in Eastern Quebec.

Reporting to the Director of Philanthropic Development, you will play a key role in helping in the development of strategies and ensuring their rollout with 3 focuses:

- **Increase and diversify revenues:** Kidney Walks and regional signature events, third-party events, memorial gifts, general gifts;
- Reinforce and increase **engagement in the community** (hospitals, patients, corporations, donors, etc.) toward the Foundation in order to widen its impact and its reach;
- Optimize **volunteer recruitment and retention.**

You will be responsible for the following:

- Manage the office in Quebec City (invoices, correspondence, etc.)
- Act as senior official of the regional development in the territory for the Quebec-Saguenay and Northern Regions;
- Co-ordinate volunteer committees;
- Develop and implement action plans;
- Plan, organize and deliver fundraising activities (Walks, signature events, third-party events);
- Develop the funds (memorial and general gifts);
- Identify and take advantage of partnership opportunities;
- Ensure the documentation of records, production of documents and management of deposits and material inventory;
- Offer excellent client service to donors, participants, partners.
- In conjunction with management, support the team of coordinators for regional development with their responsibilities to ensure the development of skills and the attainment of goals;
- Cultivate privileged relationships as a resource-person with the members of the community while consolidating and diversifying the network;
- In collaboration with management, strengthen the relations with government representatives, including the elected officials;
- Foster interdepartmental cooperation within the Branch to reach the goals;
- Encourage collaboration with the national team of the Foundation (based in Montreal) to stay aligned with the national strategies and achieve the objectives.

Qualifications, Skills and Experience Needed:

- University Degree in a relevant field
- 5 years experience in a similar position
- Experience in developing partnerships, in philanthropy and in event management
- Experience in community organizations and in volunteer management
- Ability to motivate and coach a team
- Proficiency with MS Office and social networks
- Ease with CRMs (Raiser's Edge) and fundraising platforms (AKA Raisin)
- Interpersonal skills, good listening skills, statesmanship and team spirit
- Autonomous and resourcefulness
- Result oriented and ability to manage multiple projects concurrently, as well as deadlines and priorities

- Open to a flexible work schedule (evenings and weekends during special events) and to occasionally travelling outside Quebec City
- Level of French required: advanced, spoken and written, approximately 95 % of tasks to be performed
- Level of English required: beginner, spoken and written, approximately 5 % 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 Bill 96.