



# **THE KIDNEY FOUNDATION**

## **Northern Alberta and The Territories Branch**

### **~ Community Development Coordinator ~**

**Location:** Northern Alberta and The Territories Branch

**The Organization:** The Kidney Foundation of Canada is a national organization committed to eliminating the burden of kidney disease through:

- Funding and stimulating innovative research for better treatments and a cure;
- Providing education and support to prevent kidney disease in those at risk and empower those with kidney disease to optimize their health status;
- Advocating for improved access to high quality healthcare;
- Increasing public awareness and commitment to advancing kidney health and organ donation.

For over 50 years, this vision has guided The Kidney Foundation to be a collaborative, inventive and focused leader in the development of programs, services, research opportunities and awareness campaigns that have had a positive impact on the millions of Canadians living with, or at risk of developing kidney disease.

**Job Summary:** The Community Development Coordinator is responsible for direct support, coordination and administration of Special Event activities for the Northern Alberta & The Territories Branch. As an active team player, the Community Development Coordinator will perform other related duties consistent with Branch goals and policies. The Community Development Coordinator reports to the Executive Director.

**Position Status:**

**Responsibilities:**

1. Within the allotted budget and business plan, responsible for the coordination of specific (s) Branch fund development events including but not limited to:
  - Kidney Walk
  - Kidney Gala
  - Cash for Christmas
  - Casinos
  - Chili Cook-Off
  - Third Party Events
2. Assists in coordinating the planning, preparation, execution, follow up and evaluation of all events.
3. Ensures the appropriate sponsorship, promotion and/or media awareness required to optimize the success of the event (s) in conjunction with Executive Director.
4. Assists in all aspects of the donations cycle: research and identify prospects, cultivate through personal communications, phone calls, mailings, and visits



# **THE KIDNEY FOUNDATION**

## **Northern Alberta and The Territories Branch**

to solicit donations/sponsorships, acknowledge and steward donations, and foster continuing relationships.

5. Recruits, trains, supervises, evaluates, and thanks volunteers for all fund development activities.
6. Provides comprehensive administrative support to volunteer committee members involved in events as required.
7. Assists in the development of a strong social media presence (including, but not limited to, branch website, Facebook, Twitter, Instagram, and monthly Kidney E-Newsletter).
8. Attends Kidney Foundation fund development national meetings for the Branch.

### **Hours of Work:**

1.0 FTE (35-hour work week) that includes some evening and weekend work. Some travelling is a requirement in this position.

**Exercises Supervision:** Volunteers

### **Salary & Benefits:**

Position includes a very comprehensive salary and benefit package with three-weeks of vacation.

### **Required Skills:**

#### **Education:**

Post-secondary education in volunteer and special event management, education or other related field with at least 3 years of related experience. At least 3 years of experience working in the charitable or not-for-profit sector is required.

#### **Skills:**

Exceptional interpersonal and communication skills.  
Working knowledge of Microsoft Office and social media platforms.  
Knowledge of Raisers Edge.  
Ability to work independently and as part of a team.

### **Standards of Performance**

1. **Planning and Organizing:** plans activities ahead of time, sets priorities, and anticipates resources.
2. **Follow-through:** is punctual, good attendance work record, continually aware of work status, adheres to time schedules and meets commitments.
3. **Communication:** demonstrates appropriate verbal and written skills, understands, follows direction and adheres to appropriate channels of communication.
4. **Adaptability:** learns and adjusts to new situations.



## **THE KIDNEY FOUNDATION**

### **Northern Alberta and The Territories Branch**

5. **Creativity:** suggests improvements, tries new approaches, is willing to experiment and take risks.
6. **Professionalism:** adheres to acceptable standards in business standards attire.
7. **Leadership:** makes sound decisions, motivates, guides, promotes and stimulates cooperation. Maintains productive relationship with volunteers, supervisor, colleagues and other organizations.
8. **Team Member:** works with others in a professional manner demonstrating respect and cooperation. Links individuals, organizations and resources to other areas within the Branch Team; adheres to protocol, works collaboratively with colleagues to enhance our program responsibilities and with team members to address issues for the overall betterment of the Branch.
9. **Development:** maintains awareness and knowledge of kidney health and disease, organ donation, research, community resources, professional practices, seeks additional knowledge and skills.

#### **Physical Demands and Other:**

Must hold a valid driver's license, and a reliable vehicle.  
Can meet the physical demands of the position.

#### **Application Deadline:**

**June 25, 2021**

We thank everyone, but only candidates selected for an interview will be contacted.

#### **Apply In Confidence to:**

The Kidney Foundation of Canada  
Northern Alberta and The Territories Branch  
202, 11227 Jasper Avenue NW  
Edmonton, AB T5K 0L5  
Fax: 780-451-7592  
E-mail: [info.NABT@kidney.ca](mailto:info.NABT@kidney.ca)