



Position Posting

~ Fund Development Officer, Hamilton/Niagara ~

Location: Hamilton-Niagara and Area

The Organization: The Kidney Foundation of Canada is the national volunteer 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: Reporting to the Director, Philanthropy and Community Development, or the Foundation's designate, the Fund Development Officer will play a key role in supporting the Foundation's strategic plans for fund and community development, including the coordination of annual events, 3rd party events and activities within the Hamilton/Niagara area.

Responsibilities

- Lead the delivery of local annual events and activities held in the Hamilton/Niagara Region and support Branch-wide initiatives
- Work with volunteer committees to manage third party events with the goal of achieving and/or exceeding event revenue goals
- Provide support and work cohesively with volunteer event committees to meet goals, assist in recruiting new event committee volunteers
- Develop planning process for events, including goal setting, budgets, timelines, critical path and reporting
- Create unique sponsorship opportunities and develop strategies to attract new sponsors, with a focus on in-kind sponsorship to reduce event expenses
- 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



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- Deploy Foundation stewardship plan for retention and growth of event sponsors
- Provide leadership and oversight to annual Walkathons
- Actively pursue engagement, recruitment, retention, and recognition of Volunteers

Major and Mid-Level Giving

- Support the process of cohesive prospect identification and research of donors
- Deploy Foundation stewardship and cultivation plans
- Develop and maintain a submission cycle calendar for grant renewals and prospects within the Hamilton-Niagara area.
- Ensure all prospects are cleared, using the prospect clearance protocols for The Kidney Foundation of Canada

Community Development

- In collaboration with the regional Community Leadership Group, lead the development and implementation of short and long-range plans for community engagement while creating new ways of connecting with, and retaining volunteers
- Continue the Region's participation on hospital committees, various networks and community committees
- Recruit and train Volunteers for a Speakers Bureau to support presentations to various community and professional groups.
- Design and implement volunteer recruitment and recognition programs which foster the flexibility for individuals to create community structures around projects, geography, ethnicity, or other defined areas of opportunity. This includes the ongoing recruitment and development of the Community Leadership Group and any other regional volunteer committees.
- Lead the acquisition, growth and retention of Volunteers and community partners to advance the Foundation's priorities on patient service delivery
- Create networks with renal professionals to identify opportunities for collaboration or allocation of Volunteer support to patient needs.
- Adopt a customer relationship management process for entering and monitoring data on Volunteer activity; directly enter all contact information into the volunteer management module of the Raiser's Edge.

Position Status:

Full Time, Home Based

Required Skills:

- 3+ years of relevant fund development experience
- Post-secondary education and/or a diploma in fundraising, marketing, public relations or event management
- Demonstrated success raising funds through events



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- 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 as asset.
- Strong computer skills, including proficiency with MS Office products (Word, Excel, Outlook, etc.) and fundraising database; experience with Raiser's Edge an asset
- Willingness to work flexible hours during peak event times.
- Fully functional designated home workspace.

Apply to:

The Kidney Foundation of Canada, Ontario Branch
1599 Hurontario St. Suite 201, Mississauga, ON L5G 4S1
ATTN: Hiring Manager
E-mail: on.resumes@kidney.ca

Application Deadline: Friday, December 17, 2021

The Kidney Foundation of Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

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.