



# Community Development Coordinator

## Kidney Foundation Northern Alberta & The Territories Branch

### Location

Edmonton, AB

### Position status

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, Northern Alberta and The Territories Branch!

### What do we offer?

- 3 weeks annual vacation
- 10 Health (sick) days and 2 personal days per year
- 15 holidays per year (these must first be used to satisfy provincial statutory holidays, the balance can 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:

The Community Development Coordinator is responsible for support, coordination and administration of fund development 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 position reports to the Executive Director.

### What You Will Be Doing:

- 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(s)
  - Kidney Gala
  - Special Events
  - Kidney Car
  - Third Party Events



- Assists in coordinating the planning, preparation, execution, follow up and evaluation of all events.
- Ensures the appropriate sponsorship, and participation of attendees/registrants required to optimize the success of the event (s) in conjunction with Fund Development team.
- Assists in all aspects of the donations cycle: research and identify prospects, cultivate through personal communications, phone calls, mailings, and visits to solicit donations/sponsorships, acknowledge and steward donations, and foster continuing relationships.
- Recruits, trains, supervises, evaluates, and thanks volunteers for all fund development and program activities.
- Provides comprehensive administrative support to volunteer committee members involved in events as required.
- Assists Communications Manager in creating content at events for a strong social media presence (including, but not limited to: Facebook, Instagram, and monthly Kidney E-News).
- Attends Kidney Foundation fund development national meetings as assigned.

## Education:

Post-secondary education in volunteer and special event management, education or other related field with at least 2 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 is an asset.
- Ability to work independently and as part of a team.

## Physical Demands and Other:

- Must hold a valid driver's license and own a reliable vehicle.
- Some travel is required.
- Meets the physical demands of the position.

## How to apply?

Email your cover letter and resume to: [info.NABT@kidney.ca](mailto:info.NABT@kidney.ca)

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. 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](http://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.**