



Community Engagement Manager

Location

Kidney Foundation Northern Alberta and The Territories Branch; position in Edmonton, AB

Hours of Work:

1 FTE (35-hour work week, five (5) days per week) that includes some evening and weekend work. Some travelling is a requirement in this position.

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?

- 4 weeks annual vacation
- 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)
- 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 Summary:

Reporting to the Branch Executive Director, the Community Engagement Manager is responsible for managing fund development activities that will increase financial support for the Kidney Foundation NABT Branch. Areas of focus include Major Gifts, Grants, Special Events, Living Donor Circle of Excellence Program, and Volunteer Program (for event volunteers) for the Branch. Position oversees the Community Development Coordinator.



Position Status:

Provides leadership and directs development team in the delivery of Branch fundraising activities including, but not limited to:

- Kidney Walk(s)
- Kidney Gala(s)
- Gaming
- Third Party Events

Ensures their success within the context of the Branch's fund development business plan/budget in support of the Branch's overall strategic plan.

Responsible to develop and implement fund development activities specific to securing major gifts.

Researches, develops submissions to secure grants to support the Branch.

Works with Special Projects & Communications Manager as needed.

Works with Executive Director, and Special Projects & Communications Manager on the Living Donor Circle of Excellence

Develops and manages a comprehensive donor development plan to include Corporate Partnerships and Sponsorships.

Assists in the development of the annual business plan/budget for fund development department.

Ensures that all procedures and practices comply with the Foundation's internal policies and guidelines.

Monitors, evaluates and assesses the quality of current fundraising activities and revises processes as required.

As appropriate, researches and evaluates the feasibility of any new fundraising activities for consideration by the Executive Director.

Ensures Donor Recognition and Stewardship strategies are in place to complement the individual and corporate fundraising activities.

Ability to present to the public, communities and various stakeholders on the work and goals of The Foundation.

Provides leadership, support, technical assistance and training, along with development team, to volunteers.

Works with other staff, as appropriate, to ensure an integrated development plan to enhance and support the Foundation's donor development initiatives.

Provides leadership to coordinate all facets of Volunteer Management including recruiting, training, supervising, evaluating and stewarding special event volunteers.

Provides leadership for comprehensive administrative support to volunteer committee members involved in fund development.

Supports NABT Team members with communications, programs and/or initiatives for the area.

Other duties as assigned.



Required Skills:

Education:

- Post-secondary education with at least 5 years of management experience in the fund development field.
- Must have experience working in the charitable or not-for-profit sector.

Skills:

- Ability to build new relationships with prospects, donors, and volunteers as well as provide stewardship.
- Enjoys work in a community setting that engages a wide range of stakeholders that includes medical and business professionals combined with governance and operational volunteers.
- A “go getter” with the ability to take initiative and work collaboratively with others in the Foundation.
- Excellent interpersonal, verbal, and written communication skills.
- Experience in delivering special events.
- Demonstrates skills and education in leadership coaching, mentoring and supervision.
- Skilled in process management, budgeting and financial accountability.
- Creative, resourceful, cost efficient, and intuitively driven.
- Organized, detail-oriented, with strong follow through to meet deadlines.
- Ability to be flexible, adjusting to new tactics and strategies as they emerge.
- Stress management skills – ability to work well under pressure and deadlines.
- Ability to work as part of a team and independently and to motivate others to participate in fundraising activities.
- Knowledge of The Raiser’s Edge is an important asset along with advanced computer skills in MS Office (Word, Excel, PowerPoint). Knowledge of Canva would be an asset.



Physical Demands and Other:

Must hold a valid driver's license and a reliable vehicle.

Meet the physical demands of the position.

Ability to work flexible hours including evenings and/or weekends.

How to apply?

Please include a Cover Letter and email your resume to: 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

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.