



Philanthropic Development Coordinator, Laurentides – Lanaudière and Laval

Location

Fully Remote or partial (from the Montreal offices)

Position status

Regular

Full-time (35 hours a week)

Selection Process: Artificial intelligence is not used during the hiring process.

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
- 10 health (sick) days per year
- 15 paid holidays per year (these must first be used to satisfy provincial statutory holidays, with the balance used at the employee's discretion)
- A hybrid work environment close to Montreal, or full-time telework
- Participation in the Group Insurance Benefits plan
- Participation in the Group RRSP (employer contribution 5%)
- Comprehensive employee assistance program
- Support for the installation of a home office or monthly allocation for home Internet services
- A culture that supports continuous learning and development



What You Will Be Doing:

Do you have proven interpersonal and organizational skills and enjoy raising funds? We are giving you the opportunity to exert a significant impact on the kidney community and contribute to the regional development of the [Kidney Foundation of Canada](#).

Reporting to the Manager – Philanthropic Development – West of Quebec, you will be responsible for performing the following tasks for the Laurentides-Lanaudière and Laval regions (you must live in one of these regions):

- Recruit and select key volunteers to fill vacant positions (chapter boards of directors and event organizing committees)
- Receive, train, supervise and recognize volunteers as part of an accountability-based approach
- Plan and organize fundraising, information, and promotional activities as well as meetings of the organizing committee and chapter boards of directors
- Help volunteers meet their financial objectives via the search for sponsors, partners and donations and the organization of third-party events
- Work to establish close contact between The Kidney Foundation and health care staff in nephrology, patients and their loved ones, businesses and the community
- Ensure data collection and entry related to activities under your responsibility
- Oversee the production of reports and the management of deposits, inventories and documents
- Provide exceptional customer service to donors, participants and partners
- Collaborate with employees of the Quebec Branch on requirements planning and the development and dissemination of tools made available to volunteers, participants and event organizers
- Dedicate a significant part of your work time (about 40%) to supporting the provincial team with planning, coordination and the creation of fundraising campaigns, events and activities on a Quebec-wide scale.

Qualifications, skills and experience required:

- Diploma of college studies (or equivalent experience)
- Minimum three years' experience in the coordination of multiple projects, with a proven ability to manage schedules and priorities
- Ability to build relationships: interpersonal skills, mobilizing leadership, strong listening skills, and soft skills
- Autonomy, initiative and rigour
- Level of French required: advanced (spoken and written) for 95% of required tasks



- Level of English required: intermediate (spoken and written) for about 5% of required tasks
- Flexible schedule and availability to participate in occasional events and meetings held during the evening or on weekends and requiring travel
- Must hold a driver's licence and have access to a car
- Proficiency in MS Office software
- Knowledge of the Raiser's Edge database and the AKA Raisin platform (an asset)
- Ability to manage social media networks (an asset)

How to apply?

Email your CV to: gabrielle.guillon@kidney.ca

This position will remain open until a suitable candidate has been found.

Want to find out 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 Law 14.