



Position Posting

Chapter Engagement Coordinator

Location: Ontario Branch Office
201-1599 Hurontario Street
Mississauga, ON L5G 4S1

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 Chapter Engagement Coordinator will draw upon the resources of the Development, Marketing and Communications, and Program departments to support 5 volunteer-led Chapters with deploying the key components of the Kidney Foundation's Ontario Branch Strategic Plan.

In keeping with the overall Branch strategy of enhancing capacity to engage volunteers, building relationships among all KFOC stakeholders, and developing community-based initiatives, the Chapter Engagement Coordinator will foster the re-engage the Foundation's existing base in the catchment areas, including relationships with dialysis units, healthcare partners, and funders.

Position Status: 12 month contract, 35 hours per week

Required Skills: **Major Duties & Responsibilities**

Chapter Support and Engagement

Posting Date : January 16, 2020

(updated: January 2020)



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- Act as the main resource for Chapters without dedicated staff primarily led by volunteers
- Drive community and volunteer engagement
- Provide proactively focused support
- Collaboratively develop Chapter plans that align with the Foundation's mission and Branch Strategic plans, manage compliance
- Build and steward relationships with new and existing volunteers
- Help recruit, screen and support volunteers for committees and events
- Network and grow program and revenue opportunities
- Collaborate with Chapter volunteers on planning, execution and growth of new and existing chapter events to increase revenue
- Work with chapter volunteers and regional staff to develop sponsorship proposals
- Work with chapter volunteers and event committees to navigate Branch resources (Marcom, Programs, Fund Development)
- Ability to network and work as a resourceful leader

Responsibilities and Related Tasks:

- **Build relationships:** establishes and maintains positive working relationships with others, both internally and externally, to achieve Foundation Goals
- **Communicate effectively:** speaks, listens and writes in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- **Creativity and innovation:** develops new and unique ways to improve operations of the chapter to create new opportunities
- **Organized;** sets priorities, develops a work schedule, monitors progress towards goals, and track details, data, information and activities,
- **Conflict Resolution:** Assesses problem situations to identify causes, gather and process relevant information, generates possible solutions, and makes recommendations and/or resolve the problem

Qualifications:

- University or college graduates in a relevant discipline: fund development; event planning; marketing, or volunteer management
- Demonstrated experience in volunteer outreach, engagement and supervision
- Experience as a volunteer
- Demonstrated excellent telephone and customer service
- Demonstrated success in organizing events
- Understands and demonstrates the concept of donor centered

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fundraising

- Proven ability to work with and motivate volunteers and 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
- Some travel required

Apply to:

Anthony Tirone, Director
Philanthropy and Community Development
The Kidney Foundation of Canada, Ontario Branch
Email: anthony.tirone@kidney.ca

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.