



## ***Position Posting***

### ~ Philanthropy Officer – BC & Yukon Branch ~

**Location:** Burnaby, British Columbia

**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 this role will assist in fundraising and marketing for the BC & Yukon office. Events and activities as part of this role include:

1. **8th annual Kidney Gala (March), South Asian Starry Night Gala (September):**  
Working closely with the Director of Philanthropy to achieve budgeted revenue goals, and with contract staff to oversee event logistics and production of marketing materials.
  - Development and management of critical path for achieving ticket sales, sponsorship, live and silent auction procurement.
  - Thank you process post-event etc.
  - Liason with event logistics team, entertainment, hotel management and auctioneer.
  - Show flow creation of the evening, working with Director of Philanthropy and Senior Director of Marketing and Communications.
  - Creation of clear volunteer role descriptions and training procedures for key volunteers.
  - Coordinate RSVP follow up calls for guests invited to Foundation events.
2. **Silent and Live Auction (Kidney Gala and South Asian Starry Night Gala):**
  - Arrange/manage auction item procurement with contract staff and auction committee volunteers; manage auction item master list.



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- Manage valuation and description write up for items.
- Packaging and marketing of auction item packages (in person and online).
- Work with contract event logistics staff to create final descriptions, bid sheet production and bidding procedure.

### **3. Grant Writing and Service Group Appeals**

- Development of content and delivery for annual Spring/Fall Service Club and Employee Group Mailings
- Manage a Foundation grant portfolio of approximately 30 grant proposals to be sent annually based on Linkage, Affinity and Interest. Track and monitor proposals sent in a Foundation portfolio database.

### **4. Other:**

- Participate in stewardship activities to donors.
- Assist with other responsibilities in fund development as assigned.

### **Required Skills:**

- Diploma in Marketing, Communications, Fundraising, or equivalent.
- Certified Fund-Raising Executive (CFRE) in progress an asset.
- Involvement in the Association of Donor Relations Professionals (ADRP), Association of Fundraising Professionals (AFP) or Canadian Association of Gift Planners (CAGP) or a similar professional organization an asset.
- Experience with event production from initial planning through execution and strategic post-event follow up.
- A high level of organizational ability, attention to detail, and ability to manage tight timelines
- Strong knowledge of Microsoft Office programs.
- Experience with Raiser's Edge data system an asset.
- Experience with Auction Tracker data system an asset.
- 2 years professional experience in the not-for-profit sector an asset.
- Excellent research and computer skills.

### **Position Status:**

Regular, Full time

### **Apply to:**

Interested candidates should submit a resume and covering letter, in confidence to [ramya.hosak@kidney.ca](mailto:ramya.hosak@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.*