



Position Posting

~ Philanthropy Officer – British Columbia & 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.

The Foundation is a recognized leader among national health charities; the BC & Yukon Branch is one of eight Branches across Canada committed to carrying out the mission of the Foundation.

Job Summary: Reporting to the Director, Philanthropy this role will assist in fundraising and development for the BC & Yukon office. Events and activities as part of this role include:

Overview of Responsibilities: **Annual Kidney Gala (March 13th, 2021 – Virtual this year), South Asian Starry Night Gala (TBD), Other Stewardship Events:**

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.

Working with Director of Philanthropy and contract staff, duties to support the above include:

- Development and management of critical path for achieving ticket sales, sponsorship, live and silent auction procurement.
- Thank you process post-event etc.
- Liaison with event logistics team, catering, AV/Technology Vendors, and

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entertainment.

- Creation of clear volunteer role descriptions and training procedures for key volunteers.
- Recruit and manage event day volunteers
- Coordinate RSVP follow up calls for guests invited to Foundation events.
- Learn/Execute event delivery on technology platforms allowing for virtual events

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.
- Manage valuation and description write up for items.
- Manage packaging and marketing of auction item packages (in person and online).
- Manage shipping of auction items post-gala

Grant Writing and Service Group Appeals

- Working with Community Engagement Team / Marketing and Communication Department, 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.

Other:

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

Qualifications & Required Skills:

- Diploma in Marketing, Communications, Fundraising, or equivalent.
- Certified Fund-Raising Executive (CFRE) in progress an asset.
- Involvement in the Association of Fundraising Professionals (AFP) or Canadian Association of Gift Planners (CAGP) or a similar professional organization an asset.



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- 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 skills.
- Excellent computer / technology skills and ability to learn new programs that facilitate virtual event

Core Competencies:

- Communication: Clear verbal & written communication/Effective listening
- Interpersonal skills: Social sensitivity/Approachability/Building and maintaining relationships
- Teamwork: Sharing information freely/Asking for help/Flexibility to pitch in
- Accountability: Follows through on responsibilities and commitments/Reliable and dependent
- Adaptability: An ability to adapt strengths and skillset to the current changing climate

Work Conditions:

- 7 hr workday / 35 hr work week
- Working from home is the preferred option during the COVID19 pandemic
- Evening and weekend work required at times
- Valid Class 5 Driver’s licence and access to a vehicle

Apply to:

Interested candidates should submit a resume and covering letter, in confidence to ramya.hosak@kidney.ca



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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.