



Position Posting

~ Manager of Programs, Ontario Branch ~

Location: The Kidney Foundation of Canada, Ontario Branch
1599 Hurontario Street, Suite 201, Mississauga, ON

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 Ontario Branch Executive Director, or the Foundation's Designate, this position works in collaboration with the Branch Senior Management Team and leads the Branch program staff.

This position provides leadership and support to volunteers and colleagues from across the province in influencing provincial health policy, supporting the delivery of core programs, and developing new and exciting offerings for the Branch. He/she helps to promote greater engagement and connectivity with patients, stakeholders and the public as well as playing a central role in advocacy and external relations, healthy living and in raising the Foundation's profile with patients, partners, donors and government.

Programs:

- Provides Staff leadership in defining the overall strategy for program initiatives.
- Assists in leading the planning, development, oversight/implementation, monitoring and evaluation of new and ongoing programs, tools and initiatives.

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- Provides input to building and overseeing an annual plan related to program initiatives.
- Develops, implements, and provides support to patient engagement strategies for the Ontario Branch Chapters
- Builds upon existing community-based relationships throughout Ontario
- Provides senior staff leadership and mentoring to program staff and volunteers to support optimal delivery of quality programs.
- Identifies and oversees implementation opportunities to enhance program delivery and community engagement.
- Oversees the development of program policies, procedures, guidelines, and position statements.
- Participates in developing quality relationships with key stakeholders such as ORN, Trillium Gift of Life, 26 Regional Renal Centres, and CanSolve Patient related activities in Ontario.
- Experience in areas such as renal patient services, organ donation, health education, prevention and early detection are requirements

Committee Support:

- Provides support to volunteer committees to ensure continuity of critical volunteer leadership and effectiveness of committee work.
- Nurtures the engagement of key senior volunteers in relevant committees.

External Relations:

- Actively represents the KFOC with external stakeholders, networks, and coalitions to increase the visibility and profile of the KFOC.
- Acts as a spokesperson when appropriate.

Administration:

- Oversees the work of the program staff in the Branch.
- Works closely with the Communications & Marketing Department in promoting kidney disease as a serious health issue.
- Ensures the development and monitoring of relevant annual budgets. Monitors program designated funds.
- Program reporting.
- Identify and evaluate any risks associated with program activities and take action to mitigate, reports to the Branch ED as required.
- Is a member of the Branch Management leadership team.

Position Status:

Full-time regular



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Required Skills:

The ideal candidate possesses:

- Relevant university education (eg. Social Work, Nursing, Public Policy, Public Education) an asset
- Experience in program management, including planning, development, monitoring and evaluation, and staff supervision.
- Demonstrated high level of interpersonal skills, including the ability to network, collaborate, and build relationships, both face-to-face and at a distance.
- Experience in developing volunteer engagement in planning and delivery of service.
- Outstanding written and verbal communication skills.
- Accustomed to managing multiple projects simultaneously; excellent organizational skills;
- Flexible and adaptable to changing demands and priorities.
- Ability to work collaboratively within a decentralized environment requiring resourcefulness, tact and flexibility.
- Ability to effectively supervise employees in remote office situations.
- Results-oriented, proactive, deadline-driven, self-starter.
- Good computer skills, specifically in Word, PowerPoint, Excel, internet and databases.
- Knowledge of and experience working in the non-profit sector would be an asset.
- The ability to travel throughout Ontario as may be required.

Apply to:

The Kidney Foundation of Canada, Ontario Branch
1599 Hurontario St. Suite 201, Mississauga, On L5G 4S1
ATTN: Carol Kostoff, Manager, Support Services
E-mail: carol.kostoff@kidney.ca
Tel : 1-800-387-4474 ext. 4972

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.