



Position Posting

Fund Development Assistant Manitoba Branch

- Location:** The Kidney Foundation of Canada – Manitoba Branch
- 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 Manager of Development, this position delivers vital administrative support to the Branch’s Development activities, especially data entry and correspondence for our Kidney Cars and Kidney Walk programs. As the first point of contact, this position also provides attentive reception services to the Branch’s staff, donors, and stakeholders, through our TEAMS phone system, emails, and hopefully in person soon, too.
- Position Status:** Full-time term position: September 2021 to October 2022 (maternity leave)
- Required Skills:**
- Demonstrated knowledge of database management and procedures (Raiser’s Edge and Microsoft 365 experience a strong asset).
 - Ability to think creatively and resourcefully. An analytical thinker with excellent problem-solving skills.
 - Outstanding organizational and planning skills with high level of detail orientation and accuracy, able to meet multiple and sometimes competing deadlines.
 - Deliver excellent customer service across multiple channels, phone, email, correspondence and in person
 - Provide general clerical and office management as assigned, including incoming/outgoing mail and general Branch email, as well as office supplies inventory
 - A basic understanding of kidney disease and health-related issues will accelerate



Position Posting

training

Apply to:

The Kidney Foundation of Canada – Manitoba Branch
#1 – 425 Dovercourt Drive, Winnipeg, MB, R3Y 1G4
Attn: Courtney Maddock, Manager of Development
Email: courtney.maddock@kidney.ca

Application Deadline: August 6, 2021

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.