



Position Posting

~ Fund Development Assistant - Atlantic Branch ~

Location: Home Based within Atlantic Canada

The Organization: The Kidney Foundation of Canada is the leading charity committed to eliminating the burden of kidney disease through:

- Funding and stimulating innovative research for prevention, 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 almost 60 years, The Kidney Foundation has been a collaborative, innovative 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:

Are you looking for a position that will allow you to work directly with people? Are you skilled at supporting people, organizations and teams to be successful in raising funds at events? Do you love the small details that create memorable moments, impact, and funding that will benefit people in Atlantic Canada? Our team is searching for another dedicated individual who is as passionate as us!

The Fund Development Assistant will support both the work of the Events Lead and Annual Giving Lead by helping to deliver events throughout Atlantic Canada, building and developing a volunteer base, and supporting with administrative tasks.

The successful candidate has a cross section of skills that range from event planning, strong computer skills - including graphic design, Social Media platforms use, and communications. You will be able to multi-task, work independently, build robust relationships, and have strong attention to detail. Preference will be given to people who also have knowledge of Raiser's Edge and prospect research.

This position will work from a homebased office with other staff members



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virtually and requires travel throughout the Atlantic provinces during event season.

Position Status:

Regular, Full-time (35 hours per week)

Required Skills:

The ideal candidate possesses:

- Relevant university or college education (e.g. fund development, event planning, marketing, sales, or volunteer management) and minimum 1 – 3 years relevant experience
- Proven success in event planning
- Excellent oral, written and interpersonal communication skills (face to face and online conferencing platforms)
- Experience leading volunteers, and supporters
- Understands and demonstrates the concept of donor centered fundraising
- Demonstrated experience in volunteer outreach, and engagement in a diplomatic, professional, and goal-oriented manner
- Superior time management and organizational skills with the ability to prioritize multiple tasks and projects
- Extensive knowledge of, and comfort with, a variety of Microsoft programs, social media platforms and fundraising databases (e.g. Raiser's Edge)
- A self-starter with the ability to work collaboratively with a team
- Graphic design skills would be an asset
- Bilingualism is a strong asset
- Willingness to travel and work flexible hours during peak event times
- Valid Driver's License and access to a car are required
- MUST reside in one of the four Atlantic provinces

Apply to:

Shelley Grogan, Executive Director – Atlantic Branch

Apply via email only using the subject line "Atlantic Fund Development Assistant" to resumesatlantic@kidney.ca. Please include a cover letter and salary expectations.

Applications will be accepting on a rolling basis until the position is filled. The first round of reviews will begin on April 13th, 2022

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.