



Position Posting

~ Fundraising Organizer-Summer Student ~

Location: The Kidney Foundation of Canada – Eastern Ontario Chapter
Ottawa

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: The fundraising organizer will participate in enhancing the image and public awareness of The Kidney Foundation for Canada, Eastern Ontario Chapter by providing assistance to various fundraising and special event programs.

Responsibilities:

- Provide administrative and clerical support to the Fund Development department.
- Exercise strong customer-service skills in all interactions with current and potential volunteers/sponsors, donors, participants, committee members and staff.
- Prepare thank you letters, acknowledgments, proposals and other fundraising-related materials
- Draft correspondence, reports and presentations; edit and format documents
- Work closely with Fund Development Team to ensure the success of our signature and third party events.
- Proactively identify and support opportunities for collaboration with other team members to optimize Fund Development opportunities
- Attend meetings, take meeting notes and ensure timely completion of action items and follow-ups
- Work with the fundraising database (Raiser's Edge) generate reports, manage lists and coordinate mailings/communications as required. Ensure record keeping is accurate, current and consistently entered into the database
- Perform other related duties as required and assigned.



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Reporting to: The student will receive guidance and work from Jennifer Heale Senior Regional Manager, Community and Fund Development and Suzanne Laniel Community Events & Volunteer Supervisor, Office Administrator.

Benefits: The student will complement a small staff in coordinating fundraising and events planning to increase awareness of The Kidney Foundation of Canada. Hands-on experience and skills will be gained in dealing with businesses and various community groups to help prepare the student for entry to the workforce in a fundraising and/or special events career.

NOTE: To be eligible to apply for this position you must:

- Be between 15 and 30 years of age at the start of the employment
- Be a Canadian citizen, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

This position is funded through the Canada Summer Jobs Initiative. As such, applicants must meet the requirements indicated above; and applications from individuals who reflect the broad diversity of communities we work with, including those from newcomer, racialized and LGBTQ+ communities, is highly encouraged.

Duration: 9 weeks (approved by Human Resources Development Canada);
30 hours per week – Monday, Tuesday, Wednesday, Thursday & Friday
Start Date: June 27, 2022

Position Status:

Required Skills:

- Ability to work independently and problem-solve;
- Excellent verbal and written communication skills;
- Good organizational and time management skills;
- Good interpersonal skills and strong teamwork abilities;
- Ability to meet deadlines and juggle multiple priorities in a timely, efficient manner.
- Computer literacy e.g. Competency of Microsoft office and internet experience.

Apply to:

Suzanne Laniel at suzanne.laniel@kidney.ca
Phone: 613.724.9953 / 1.800.724.9953, ext. 4552

Application Deadline: June 1, 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.