



Position Posting

~ Volunteer & Donor Stewardship Officer, Ontario Branch ~

Location: Ontario Branch, Mississauga, ON

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: Reporting to the Director, Philanthropy and Community Development, or the Foundation's designate, the Volunteer and Donor Stewardship Officer, will play a key role in supporting the Foundation's strategic plans and the successful operation of a comprehensive engagement and stewardship program for volunteers and donors.

- Manage a process that enhances relationship building and assists managers/directors and volunteer leaders in maintaining personal contact with major donors and other volunteers
- Assist with the recruitment of and stewardship of volunteers
- Execute recruitment, training, and retention plans
- Assist with cultivation/appreciation events; attend events as needed
- Identify best practices at other organizations for volunteer and donor stewardship, planning and operations
- Provide support to Branch volunteer and fund development committees
- Assist in developing Branch-wide resources that will grow and retain a vibrant pool of volunteers and donors
- Post volunteer opportunities with local volunteer agencies, Foundation website, and social media channels
- Answer all inquiries about volunteer opportunities
- Develop recruitment and stewardship processes
- Develop acknowledgment, stewardship and retention plans for volunteers and donors



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- Collaborate with staff to develop acknowledgment and recognition procedures and plans for volunteers and donors
- Work in partnership with staff to identify and develop volunteer and donor recognition opportunities
- Develop reports and analysis that measure the success of initiatives
- Manage process to update volunteer and donor database information

Position Status:

Full-Time, Permanent

Required Skills:

- Post-secondary degree or diploma in volunteer or fundraising management, or equivalent work experience
- Minimum of 2 years' experience in volunteer engagement/fund development/stakeholder engagement, or an equivalent client-focused environment
- An understanding of kidney disease and its burden on patients and families
- Excellent organization skills, detail oriented
- Excellent written and verbal communication skills
- Proficiency with customer relationship management databases (such as Raiser's Edge) and MS Office
- Highly organized with the ability to prioritize multiple requests
- Knowledge of principles and techniques relevant to volunteer and donor engagement and stewardship
- Strong customer service-oriented skills
- Demonstrated success with recruitment, cultivation and recognition strategies
- Highly organized with the ability to prioritize multiple requests
- Experience working in a multi-level, non-profit organization.

Apply to:

The Kidney Foundation of Canada, Ontario Branch
1599 Hurontario St. Suite 201, Mississauga, ON L5G 4S1
ATTN: Hiring Manager
E-mail: on.resumes@kidney.ca

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.