



Position Posting

KRESCENT Program Manager

Location: National Office (Montreal, Quebec- could be located in another province) – Hybrid working environment

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.

The Program: The Kidney Research Scientist Core Education and National Training (KRESCENT) program is a robust, dynamic training platform for kidney scientists which is supported by The Kidney Foundation of Canada, the Canadian Society of Nephrology and The CIHR Health Research Training Platform grant program which is administered through The Kidney Foundation of Canada's Research department.

Originally launched in 2005, KRESCENT has worked to tackle both the increasing prevalence of kidney disease in Canada and a distinct lack of well-trained, top-tier kidney scientists. The program's mandate is to build capacity for outstanding multidisciplinary kidney research in Canada, resulting in better and more equitable outcomes and experiences for all people at risk for, and living with, kidney diseases.

Building on the success of this innovative program, KRESCENT is now entering its second phase, with the mission "*Creating the future of Kidney Health*". **KRESCENT 2.0** will forge new paths to direct the evolution of Canada's kidney research landscape by strategically strengthening a diverse, sustainable cohort of kidney researchers and a culture of research excellence.

The program provides salary support, a core educational and training curriculum, and mentorship to kidney research trainees across Canada, while embracing equity, diversity and inclusion principles, cultural safety, and a patient community lens. The program provides unique, accessible, and influential training and mentoring to talented trainees across Canada, with the vision to increase Canadian kidney research capacity, and to position kidney researchers in competitive academic and non-academic sector roles.

Posting Date: September 19, 2022

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Job Summary:

Reporting to the National Director of Research, the incumbent will support The Kidney Foundation of Canada's research and capacity building ventures and will be responsible for all day-to-day facets of the training program and will work closely with the KRESCENT Director (a volunteer) to provide the support required to ensure effective running of the program.

The incumbent will oversee operational and administrative aspects of the program including communication with trainees, curriculum development and administration, assisting in budgeting and financial management, training implementation, evaluation and reporting, with an eye for continued quality improvement. The program manager will be responsible for managing and ensuring connectivity among KRESCENT stakeholders, acting as a link between leadership, trainees, patients, and partners.

The candidate will additionally be responsible for managing all program requirements in relation to the CIHR Health Research Training Platform Pilot Grant which currently partially funds the program. This includes tracking program committees, preparing reports, interfacing with other training programs, developing online curriculum elements, and overall program evaluation.

Key Responsibilities include:

Point of contact for KRESCENT program

- KRESCENT trainee support- act as the main contact for KRESCENT trainees and program partners, including responding to queries and concerns, providing updates, materials, and deadline reminders
- KRESCENT leadership support- coordinate meetings including agenda and note preparation, follow up on deliverables, and ensure program and grant administration is on track
- Act as a liaison for the KRESCENT Patient Community Advisory Network (PCAN), including coordination of PCAN meetings and deliverables, providing support to PCAN initiatives and assisting in integration into KRESCENT program

Program deliverables and tracking

- Maintain KRESCENT records, including curriculum submissions, follow up on trainee information, and maintaining records in their completion
- Creation and maintenance of Standard operating procedures for the KRESCENT program and filing/maintenance of all KRESCENT program information and records
- Works with KRESCENT leadership to track all program committees, updates, prepare and edit reports for stake holders and to facilitate communication with funding bodies
- Assists in program evaluation, including setting targets, collecting metrics and KPIs, and monitoring results including assisting in drafting publications

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Workshop and training management

- Participates in the planning of the KRESCENT workshops
- Responsible for the management and logistics of the KRESCENT workshops, webinars, and training sessions including liaising with hotels, travel agents and trainees, speakers, patient community members, Indigenous elders, and partners to assist with bookings and arrangements and managing documentation and evaluations
- Attends KRESCENT in person and virtual workshops and training opportunities

Curriculum and mentoring support

- Ensures the smooth and timely delivery of the KRESCENT curriculum
- Assists the curriculum chair with curriculum platform management through LMS RISE program interface, including potential development of curriculum elements (online and in person)
- Assists in new program and grant development
- Assists KRESCENT leadership in the collection, monitoring and recording of individual development plans for all trainees
- Manages KRESCENT mentorship meetings with trainees and leadership

Program communication

- Interfaces with other training platform grants, partners, and stakeholders, acting as a representative of the KRESCENT program
- Works with National Director of Research, KRESCENT leadership and communications department to maintain the KRESCENT website and social media channels
- Provides regular outreach to KRESCENT trainees to track new research articles and updates, and ensures regular updated content and records

KRESCENT grant program support

- Assists Grants and Awards Manager in the administration of KRESCENT grants including utilizing proposal central online grant software, planning review sessions, and communicating results to applicants
- Coordination of the KRESCENT grant program lived experience review

Financial assistance

- Assists National Director of Research and KRESCENT director in program budgeting and budget maintenance, financial tracking, and reimbursements

Departmental support

- As part of the Research Department, may assist with other Departmental duties



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Position Status

This position is funded by a 5-year grant.

Regular full time, 35 hours per week

Required Skills:

- University education: ideally a post graduate degree OR a minimum of (2) years of demonstrated experience in program management and knowledge of the academic sector - the ideal candidate will have a strong background in either the academic sector, or program management, with a preference for a graduate degree in biology, nephrology or a comparable subject.
- Experience in health-related program management, or curriculum training and administration would be highly advantageous.
- An understanding of the research landscape including the value of mentorship and training
- Comfortable interfacing with researchers and patient populations, stakeholders, partners, and clinicians
- Project management or administration experience including event management and coordination
- Experience in curriculum development or support
- Excellent communication (verbal/written) and interpersonal skills, with the ability to communicate with a variety of audiences with emotional and cultural sensitivity
- Self-motivated with excellent time management skills and ability to work independently and prioritize in a fast paced and multi-faceted environment including the ability to work effectively in a remote environment as part of a team
- The ability to conceptualize, learn quickly, independently and exercise good judgment as well as demonstrate initiative
- Knowledge of online remote platforms including but not limited to: Zoom, Microsoft teams and LMS RISE
- Experience utilizing file sharing and maintenance platforms such as sharepoint and dropbox with proficiency in digital file organization and management
- Bilingualism (English/French) is preferred

Apply to:

The Kidney Foundation of Canada
880-5160 Decarie Blvd. Montreal, QC H3X 2H9
ATTN: Leanne Stalker, National Director of Research
E-mail: resume@kidney.ca (*include "KRESCENT Manager" in subject heading*)

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.

The Kidney Foundation of Canada complies with the requirements of Bill 96.

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.