

LET'S TALK SCIENCE POSITION POSTING

Position Title: Associate Vice President, Development

Position Status: Full-time, 3 year renewable contract, eligible for benefits

Closing Date: Applications are encouraged by Friday March 31, 2017; however, the position will remain open until filled

THE OPPORTUNITY

Let's Talk Science is an award-winning, national, charitable organization focused on education and outreach to support youth development. We create and deliver unique learning programs and services that engage children, youth and educators in science, technology, engineering and math (STEM) to support learning and skill development. Our programs, resources and services motivate and empower Canadian children and youth of all ages to fulfill their potential and prepare for their future careers and roles as citizens. Let's Talk Science has excited, inspired and engaged more than 4 million children, youth, educators and volunteers in STEM since its inception.

We invite you to visit our website (www.letstalkscience.ca) to learn more about our organization. This position is located at our National Office in London, Ontario. However work from a home office may be negotiable for the right candidate.

POSITION

Within a matrix operating structure the Associate Vice President, Development is responsible for leading a strategic and collaborative approach to fund development within the organization. The incumbent is accountable for the development and implementation of an annual fundraising campaign. The Associate Vice President, Development is also responsible for all aspects of oversight for the Fund Development team, including planning, budgeting, organizing and staffing.

Responsibilities:

Strategic Planning

- Work with the VP, External Relations and President to lead a multi-year national fundraising strategy that will meet funding targets established in the organization's operating plans
- Implement and refine with the Fund Development team, a strategic and integrated development campaign for Let's Talk Science to maximize its return on relationships with individual donors, foundations and government and meet annual fundraising targets
- Provide leadership to mobilize staff and volunteers in fundraising, programs, marketing and communications to create a culture of philanthropy
- Plan, develop and execute multi-year strategic plans for organizational fundraising campaigns; including planning, developing and overseeing campaign communications plans
- Develop and manage the annual operating budget, income and activity projections for fund development and participate in the organization-wide budget development and management
- Analyze trends in fundraising and charitable sector, identifying issues or risk and developing and recommending solutions to the VP, External Relations
- Oversee all Fund Development activities and work with the Director, Philanthropy to develop privileged relationships with major donors through the implementation and integration of a Stewardship Strategy into all fund development activities

Revenue generation

- Oversee revenue generation from a mixed portfolio of corporations, individuals and foundations
- Identify, manage and cultivate a personal portfolio of major gift prospects and donor pipeline
- Align funding priorities with donor interests to attract, retain and motivate donors
- Maintain and grow major gift prospects and donors to achieve fundraising targets
- Identify and plan for sustainable multi-year pledges and long-term funding opportunities

- Plan and deliver presentations, events and speaking engagements that support the acquisition of new and/or retention of major gift donors
- Plan, enlist and develop volunteers to participate in peer solicitation through major gift donor review, cultivation, solicitation and stewardship
- With the President and Vice President, External Relations, support the fund development efforts of the board of directors

Donor Relations

- Oversee systems, processes and policies related to all aspects of the donor cycle (e.g. prospect research, call booking, reporting, tracking donors and documenting supporter information)

Fund Development Team Oversight and Administration

- Develop and lead the Fund Development team of the organization, including oversight for budget and work planning; setting and ensuring achievement of targets for related work and related operations
- Work with the team to identify key roles and strategic areas of responsibility to ensure the successful execution of all fundraising activities; establish a strong and collaborative team approach to fund development in the organization
- Manage, coach and mentor members of the Fund Development team and actively participate in recruitment of team members as required
- Prepare reports, including metrics on Fund Development activity, reports to the Board, senior leaders and/or funders and work plans and proposals for future activities, working with other team members as appropriate
- Actively participate in the management of Let's Talk Science and its programs, including participating on key committees, attending meetings regularly and bringing forward issues for prioritization, discussion and decision
- Ensure activities under management operate within the policies and procedures of the organization and comply with all relevant legislation and professional standards
- Support the Director, Philanthropy in the execution of the Let's Talk Science Stewardship strategy
- Other duties as requested/required that are within the scope of the position

Requirements/Qualifications

- Minimum 10 years national fundraising experience, with a record of success leading a team to achieve fundraising goals as well as personally securing major gifts
- Completion of post-secondary education or an equivalent combination of education and experience
- Demonstrated experience leading fund development team
- Program in fundraising or CFRE designation strongly preferred
- Experience fundraising in the charitable sector or education institutions with knowledge of the national business community, corporate social responsibility practices
- Minimum 2 years of project management experience, with demonstrated record of fund program development, implementation and evaluation
- Understanding of the importance of STEM to society
- High level of proficiency with: Raiser's Edge, research tools, Microsoft Office 2010
- Bilingual (English French) highly desired
- Flexibility to work outside regular hours and use personal vehicle
- Willingness to travel regionally and nationally for meetings as appropriate

Skills and Abilities

- Works both independently and cooperatively in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic organization
- Exceptional verbal communication skills, including the ability to build rapport with and engage others easily in person and by telephone
- Exceptional written and; public speaking and presentation skills
- Exceptional planning and organizational skills
- Excellent facilitation and negotiation skills with the ability to exercise discretion and maintain confidentiality

Working Relationships

The Associate Vice President, Development reports to the Vice President, External Relations. The incumbent also has oversight for the Fund Development team, including working closely with staff in Fund Development team to ensure alignment of team activities with strategies and areas of focus outlined in the annual fundraising plan. Direct reports within this team include the Director, Philanthropy, Manager, Donor Relations and Development Officers.

The Associate Vice President, Development works closely with staff in finance, partner engagement and program management functions and collaborates with managers and staff throughout the organization, as appropriate. The incumbent will also represent Let's Talk Science to prospects, donors and other stakeholders.

Interested candidates should submit their resume and cover letter including salary expectations and quoting "Associate Vice President, Development" as outlined below. The position will remain open until filled; however, applications are encouraged by 11:59 p.m. on **Friday March 31, 2017**. Please submit in both English and French, if applicable, to:

Heather Small

Coordinator, Human Resources, Let's Talk Science
1510 Woodcock Street, Unit 12 London ON N6H 5S1

Or via email: hr@letstalkscience.ca (please submit all documents in one pdf file)

FAX: (519) 474-4085

Let's Talk Science is committed to employment equity, welcomes diversity in the workplace and encourages applications from all qualified individuals. If you have a disability that requires accommodation to assist you with any aspect of the hiring process, please contact the Coordinator, Human Resources listed above. Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted.