

## LET'S TALK SCIENCE POSITION POSTING

*Position Title:* External Relations Assistant

*Position Status:* Full-time, 2-year renewal contract, includes a comprehensive group benefit package

*Closing Date:* Applications are encouraged by 11:59 EDT Sunday May 2, 2021; however, the position will remain open until filled

### THE OPPORTUNITY

Let's Talk Science (LTS) is an award-winning, national charitable organization focused on education and outreach to support youth development. Through the creation and delivery of unique learning programs and services that engage children, youth and educators in science, technology, engineering and math (STEM), staff and volunteers support learning and skill development. Committed to inspiring and empowering Canadian youth to develop the skills they need to participate and thrive in an ever-changing world, LTS offers programs, resources and services that motivate all ages to fulfill their potential and prepare them for future careers and roles as citizens. LTS has excited, inspired and engaged more than 9 million children, youth, educators and volunteers in STEM since its inception.

We invite you to visit our website [www.letstalkscience.ca](http://www.letstalkscience.ca) to learn more about our organization. This position is based at our National Office in London, Ontario. Due to COVID we are offering temporary flexibility to work remotely from a home office.

### POSITION

The External Relations Assistant works with the External Relations team providing fund development support including gift processing, prospect and donor research, supporting fundraising initiatives, and appropriate and timely donor recognition and stewardship. The Assistant will also provide general administrative support to the VP, External Relations and Senior Director, Development, as required

### Responsibilities:

#### **Gift Administration**

- Manage gift processing, from maintaining campaign and fund structures to entering pledges in the Raiser's Edge (RE) database
- Accurately process all incoming gifts, produce appropriate receipts and acknowledge gifts in a timely manner, reporting and reconciling pledges
- Review outstanding pledges and follow-up with solicitors to ensure funds are received
- Coordinate online giving and recognition including ensuring gift categories and other information about the organization remains current
- Prepare appropriate thank you letters and other correspondence, as requested
- Produce reports for the quarterly board meetings, staff giving and the annual CRA audit
- Support and help team generate or request standard reports, exports and queries from the RE database to support activity related to fund development and donor relations

#### **Supporter Relations and Donor Recognition**

- Acknowledge gifts in a timely manner by providing a thank you letter to the solicitor to review (within 48 business hours of receipt of the gift), in addition to thanking the donor through email when possible
- Track and maintain donor logos and gift agreements
- Support logistics for key stakeholder communications (e.g., list review for fund development-related special events, annual report, holiday cards and invitations, etc.)

#### **Let's Talk Science Annual Fund Giving**

- Provide logistical support for activities connected to Let's Talk Science's annual fund development activities

- Research potential donors as appropriate and make recommendations for their addition to the major gift pipeline
- Maintain and update, as required, online giving pages in order to best maximize revenue

### **Prospect Research**

- Provide detailed prospect research for the External Relations and President's Office teams. This includes prioritizing reactive research requests, providing research materials for proposals, meetings or other solicitation processes, as well as requests involving bios and event summaries, as necessary
- Follow-up with solicitors to ensure all research is actioned
- Complete proactive regional research for environmental overviews of key cities/regions
- Ensure qualified prospects continue to move down the pipeline by reviewing with the fund development team on a regular basis
- Assist with external fund development meeting preparation by adding high-quality research and acting as value-added support to development team members
- Maintain prospects in RE database, including relevant media/articles and research, as well as updating research-related actions; all while keeping appropriate Moves Managers aware of significant information or updates
- Develop a process to track completed research, follow-up with FD team and continue to move down pipeline

### **Team and Administrative Support**

- Records Management lead for the Fund Development team
- Fund Development lead for RE entry and maintaining G Drive (e.g., adding letters and copies of cheques), including procedure compliance
- Complete typing, printing, copying, faxing, and/or mailing of various types of correspondence (e.g., letters, presentations, meeting notes, registration packages, etc.) for the External Relations team
- Assist with processing correspondence for External Relations team (e.g., registrations, surveys, email 'bounce-backs', etc.)
- Contribute to the set-up and/or maintenance of filing systems for the External Relations team
- Make travel and accommodation arrangements and prepare expense reports as requested by Vice President, External Relations or members of External Relations teams, including Financial Edge reimbursements and invoicing; securing and managing corporate rates for auto and hotels
- Coordinate meetings for External Relations and Senior Leadership teams as requested. (coordinate schedules/reserve rooms/handle set-up/equipment/webconferencing/catering)
- Provide internal and external support for special projects as required
- Other duties as requested/required that are within the scope of the position

### **Requirements/Qualifications**

- Post-secondary education in fund development, non-profit studies, business administration, communication, public relations and/ or a related discipline
- Minimum four years' experience in office administration, preferably in the area(s) of development, including hands-on experience with fundraising database Raiser's Edge; an equivalent combination of education and work experience will be considered
- Experience doing internet research, synthesizing information and producing reports
- Experience with prospect research and gift processing
- Experience with electronic records and database programs
- Administrative skills and experience, including data mining and data entry
- Bilingual (English and French) an asset

### **Skills and Abilities**

- Demonstrated proficiency in Microsoft Suite of products
- Demonstrated proficiency in prospect research and its tools, including iWave, BIG Online Canada and Grant Connect, etc.

- Works well independently and cooperatively in a team environment, while maintaining flexibility to adapt to changing circumstances and priorities of a dynamic and growing organization
- Ability to successfully analyze needs for research and delegate responsibilities to administrative support staff as necessary
- Ability to work well under pressure and meet deadlines, while maintaining accuracy and attention to detail; meticulous records maintenance skills
- Excellent organizational skills with ability to coordinate work on multiple projects
- Strong interpersonal and communication skills, both written and verbal
- Ability to take initiative and problem solve
- Professionalism, confidentiality, diplomacy and tact
- Ability to travel on occasion

### **Working Relationships**

- Reports to Director, Development Operations
- Works closely with staff in External Relations (Fund Development and Communications & Marketing), Finance and Information Systems functions
- Works closely with the President, President's Office staff and program teams
- Liaises with donors and donor representatives as appropriate

Interested candidates should submit their resume, cover letter (including salary expectations) as outlined below and quote "External Relations Assistant" by 11:59 pm EDT on **Sunday May 2, 2021** to:

Shawna Agathos

Human Resources Generalist, Let's Talk Science

1510 Woodcock Street, Unit 12, London, ON N6H 5S1

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

FAX: (519) 474-4085

*Let's Talk Science invites applications from all qualified candidates. We are committed to employment equity and building a diverse workforce reflective of Canadian society and especially welcome applications from racialized persons / persons of colour, women, Indigenous persons, persons with disabilities, LGBTQ2 persons and others who may contribute to the diversification of ideas. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations, please contact the Human Resources representative listed above. Please also note that applicants must be legally entitled to work in Canada. We thank everyone for their expression of interest and are truly appreciative of the time individuals put into applying. However, with the limitations on time only those selected for an interview will be contacted.*