

## LET'S TALK SCIENCE POSITION POSTING

*Position Title:* Development Officer - Fundraising

*Position Status:* One-year full-time contract that may be renewed. It includes:

- Competitive pay
- Comprehensive group benefit package

*Closing Date:* Applications are encouraged by 11:59 pm EDT on July 25, 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.

### POSITION

Within a matrix operating structure, the Development Officer – Fundraising is responsible for fund development initiatives that support the mission of Let's Talk Science. Reporting to the Senior Director, Development, the incumbent will be accountable for the organization and implementation of key fundraising initiatives and associated sponsorship to ensure success. Working collaboratively with the Fund Development team, the incumbent must possess excellent interpersonal skills to creatively and persuasively build relationships and secure donations to support strategic organizational fundraising goals.

### Responsibilities:

- Manage End of Year Fundraising Campaign, coordinating logistics of the Giving Catalogue, Tributes and In-Memoriam, Legacy and Planned Giving, GivingTuesday and the marketing of these activities
- Coordinate and support annual adhoc fundraising projects
- Identify opportunities to collaborate with corporate partners and leverage their assets to raise incremental funds through sponsorship, increase awareness and engage potential donors in our mission
- Organize cultivation and stewardship events
- Develop and execute proactive lead generation nationally to support solicitors in securing funding, diversifying and growing funding base
- Proactive regional research for environmental overviews of key markets/cities, prospect research profiles, pre-screening through direct communications and establish meetings for solicitors
- Develop and manage tracking of strategic partnership leads in Raiser's Edge (RE), maintain relationship information, prospect and donor mapping administration
- Provide briefings on prospects and opportunities, generate reports on fund development activity, supporter and fundraising trends
- Contribute to the Fund Development annual work planning process
- Initiate and maintain strong positive relationships with the community at large and existing donors to support the team's successful fundraising
- Ensure consistency, quality, accuracy and timeliness of all communications to prospects and donors
- Other duties as requested/required within the scope of the position

## Requirements/Qualifications

- Post-secondary education in a related field (i.e., fundraising management, business, marketing, public relations etc.) or a combination of education and 5 years of experience in a related field
- Minimum 5 years proven success within a corporate development team with a focus on special events, account development and/or lead generation
- Demonstrated ability to build relationships at all levels of an organization and work successfully with them
- Values the entrepreneurial spirit, and is able to think quickly and creatively in the moment
- Excellent interpersonal and communication skills (both verbal and written), including strong presentation skills
- Strong analytical, strategic planning, time management, and organizational skills required
- Detail-oriented with an ability to manage multifaceted projects, and a capacity to perform well independently in a fast-paced, multi-tasking, dynamic environment
- Familiarity with corporate social responsibility and the charitable sector an asset
- Strategic mindset and creative approaches to deepening relationships and driving results
- Ability to handle and maintain the confidentiality of sensitive information
- Proficient in the use of Microsoft Office Suite (Outlook, MS Teams, Word, Excel, and PowerPoint) and Raiser's Edge
- Bilingual (English/French) highly desired

## 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
- Ability to align strategic goals with action plans
- Results-focused self-starter with the ability to take both initiative and direction
- Professional demeanour with an ability to work with diverse groups of individuals and/or organizations
- Excellent interpersonal and relationship-building skills
- Strong organizational and follow-up skills
- Ability to exercise good judgment, discretion, confidentiality and decision-making
- Ability to work outside regular hours on occasion

## Working Relationships

- Reports to Senior Director, Development
- Works closely with staff in External Relations (Fund Development and Marketing & Communications) and collaborates with internal teams across the organization
- Liaises with donors and donor representatives as appropriate

Interested candidates should submit their resume, cover letter (including salary expectations) quoting "Development Officer - Fundraising" as outlined below by 11:59 pm EDT on **July 25, 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, LGBTQ2S+ 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.*