LET’S TALK SCIENCE POSITION POSTING

Position Title: Development Officer, Stewardship

Position Status: 2-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 February 20, 2022; 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 10 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.

POSITION

The Development Officer, Stewardship is responsible for the long-term engagement and recognition of Let’s Talk Science’s key donors, to support the overall mission of Let’s Talk Science. The incumbent will be accountable for the stewardship activities pertaining to a portfolio of Major Gift donors, while working collaboratively with both the Communications team in coordination of public recognition and the Programs teams to coordinate donor employee-engagement activities. Working collaboratively with the Fund Development team, the incumbent must possess excellent interpersonal skills to creatively and persuasively build relationships and support the donor renewal process as part of the strategic organizational fundraising goals.

Essential Functions

Stewardship Pipeline Management and Communications

- Personally manage a pipeline of current donors, prioritizing renewal and stewardship activities to manage the donor experience and satisfaction throughout the duration of their gifts.
- Support solicitors with all stewardship-related moves management for current supporters in portfolio, as well as for other identified current supporters across the organization. Coordinate personal trip planning when appropriate to support these actions.
- Support Coordinator, Fund Development with their pipeline of donors.
- Manage all stewardship-related donor information in portfolio and ensure it is captured in Raiser’s Edge, including relevant actions, reports, attachments and correspondence.
- In coordination with solicitors, develop stewardship plans for key donors, ensure that the details of stewardship plans are compiled and communicated to all involved parties, and that the plan is documented in Raiser’s Edge and fully implemented.
- Work in partnership with the Communications and Programs teams in the development of collateral materials, stories, quotes, social media, public recognition opportunities, etc. for donors.
Donor Employee Engagement

- Develop, build and maintain donor relationships by engaging donor employees as volunteers, strategically offering them both in-person and online opportunities.
- Work with YVE team to create meaningful, strategic opportunities to engage Major Gift donors, with the goal of retaining current donors and impressing potential donors.

Stewardship Events Management

- Organize cultivation and stewardship events and participate in stewardship or solicitation meetings when appropriate.
- Collaborate with team members to plan and execute cultivation and stewardship events which raise awareness and support the organization, with the primary goal of retaining key donors and increasing the levels of the gifts (where possible).
- Support Development Officer, Fundraising with solicitation events and activities, as required.

Operational Team and Organizational Support

- Manage, coach, and mentor Coordinator, Fund Development and actively participate in recruitment of team members as required.
- Contribute to the development of fundraising case, key messages and marketing materials.
- Serve as an enthusiastic and well-informed spokesperson and storyteller for Let’s Talk Science and our mission.
- Contribute to the fund development forecasting and budget process.
- Develop and maintain effective working relationships with all internal staff, volunteers and external stakeholders.
- As part of the Let’s Talk Science and External Relations annual planning process, identify personal goals to ensure personal, team and organizational success.
- Other duties as requested/required within the scope of the position.

Requirements/Qualifications

- At least five years of fundraising experience and demonstrated track record of achievement, most particularly related to stakeholder stewardship in the non-profit sector.
- Knowledge of current (and future planned) corporate social responsibility best practices across Canada.
- Results-focused self-starter with the ability to take both initiative and direction.
- Completion of post-secondary education.
- Graduate of a fundraising program or working towards Certified Fund Raising Executive (CFRE) designation an asset.
- A combination of training and related experience may be considered.
- High level of proficiency with: Raiser’s Edge, research tools, Microsoft Office.
- Event management experience an asset.
- Flexibility to work outside regular hours and use personal (or rental) vehicle.
- Willingness to travel regionally and nationally as appropriate.
- Bilingual (English/French) an asset.

Skills and Abilities

- The ability to think at a high level about Let’s Talk Science priorities and funding needs.
- Superior analytical, planning, and verbal presentation skills.
- Proven ability to communicate ideas, write and edit with a range of experience from proposals to stewardship reports.
- Strong verbal communication skills, including the ability to build rapport with and engage others easily in person and by telephone.
- The capacity and willingness to learn, grow and develop mastery in this portfolio.
- Proven interpersonal, mentoring and collaborative skills with an ability to build and maintain lasting relationships with key business partners and customers.
- Demonstrated leadership skills, including the ability to manage, coordinate and delegate to a virtual team while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic and growing organization.
- Exercise appropriate judgment and maturity, accountability, and an ability to maintain confidentiality.

**Working Relationships**

- Reports to the Director, Development Operations.
- Works closely with: the Let's Talk Science President; Vice-President, External Relations; Senior Director, Development; and other members of the Fund Development team.
- Collaborates with program managers and staff focusing on communications, public relations and/or program development and delivery.
- Represents Let’s Talk Science to prospects, donors, and other stakeholders, as appropriate.

Let’s Talk Science has a mandatory COVID-19 vaccination policy in place. Therefore, it is expected that the successful candidate will produce confirmation of vaccination or proof of a valid human rights exemption.

Interested candidates should submit their resume, cover letter (including salary expectations) quoting “Development Officer, Stewardship” as outlined below by 11:59 pm EDT on **February 20, 2022** 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 (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.*