

LET'S TALK SCIENCE POSITION POSTING

Position Title: Senior Development Officer

Position Status: Three-year full-time renewable contract

Closing Date: Position will remain open until filled; however; applications are encouraged by 11:59 pm ET on July 31, 2022

THE OPPORTUNITY

Let's Talk Science is an award-winning, national charitable organization focused on education and outreach to support youth development. Let's Talk Science believes equity, diversity and inclusion strengthen the community and enhance excellence, innovation and creativity. We are committed to employment equity, building a diverse workforce and accessibility for all employees and program participants. 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 youth in Canada to develop the skills they need to participate and thrive in an ever-changing world, Let's Talk Science offers programs, resources and services that motivate all ages to fulfill their potential and prepare them for future careers and roles as citizens. For close to three decades Let's Talk Science has excited, inspired and engaged more than 11.5 million children, youth, educators and volunteers in STEM.

We invite you to visit our website letstalkscience.ca to learn more about our organization including our historical and ongoing commitment to equity, diversity, inclusion and accessibility (EDIA) (<https://letstalkscience.ca/about-us/equity>).

Benefits and Perks of Working at Let's Talk Science

- Competitive salary and flexible hours
- Remote work option that enables you to join us anywhere in Canada with support for set-up and connectivity
- Starting with 2 weeks' vacation plus a 2 week paid closure over the December–January holiday period
- Comprehensive group benefit package, including health, dental, vision, life and critical illness
- Training to support our commitment to EDIA

POSITION

The Senior Development Officer is dedicated to the advancement of Let's Talk Science. A professional fundraiser, they understand both philanthropy and sponsorship, strategic and tactical levels of fundraising. With a national overview for team success, the role manages a pool of prospects and donors to develop and has demonstrated success in major gifts (\$25-100K+) from individuals, corporations and foundations. The Senior Development Officer possesses excellent interpersonal skills, can speak and write persuasively and is motivated by goals. Essential to success in this role will be the ability to engage, cultivate and solicit prospects and match their interests with Let's Talk Science national and regional funding priorities

Responsibilities:

- Proactively use prospect identification, research and qualification processes to generate major gift prospects at the \$25-100K+ level and grow major gift success with annual goals of \$1+ million
- Personally manage a portfolio of prospects participating in all aspects of the gift cycle including identification, qualification, cultivation, solicitation and stewardship activities to achieve annual revenue targets
- Provide leadership and collaboration in development of customized proposals, including budgets; engaging stewardship reports; donor and sponsor agreements; correspondence and recognition
- Support a corporate engagement strategy by identifying and monitoring strategic and tactical plans for partnership engagement

- Coordinate moves management for prospects and current supporters and coordinate meetings and trip planning when appropriate
- Ensure supporters are offered strategic opportunities for engagement in Let's Talk Science activities as appropriate
- Contribute to the Fund Development forecasting and budget process
- Provide briefings on prospects and opportunities, generate reports on fund development activity, supporter and fundraising trends
- Maintain donor activity in the Raiser's Edge database and files, tracking key dates for renewals and engagement
- Develop and maintain effective working relationships with internal staff, volunteers and external stakeholders
- Collaborate with team members to plan and execute events, which raise awareness and support for the organization
- Serve as an enthusiastic and well-informed spokesperson for Let's Talk Science and our mission
- Contribute to the development of fundraising case, key messages and marketing materials, as appropriate
- Adhere to the highest ethical standards, demonstrate empathetic disposition, reflect an optimistic and positive attitude, and be sensitive to the privacy needs of donors, teams and program participants
- Adhere to privacy policies for the protection of donors' personal information and monitoring incoming correspondence for privacy related emails
- Contribute to the Let's Talk Science and Fund Development annual work planning process.
- Other duties as requested/required within the scope of the position

Requirements/Qualifications

- A post-secondary degree in a fund development, communications, business discipline or an equivalent combination of education and experience
- A minimum of 5 years in a staff fundraising role with a record of success in major gift solicitation of \$25,000+ and annual goals of \$1+ million
- CFRE designation an asset
- Knowledge of the national business community, corporate social responsibility practices
- High level of proficiency with: Raiser's Edge, research tools, Microsoft Office
- Experience fundraising in the charitable sector or education institutions
- Bilingual (English-French) an asset
- Flexibility to work outside regular hours
- Willingness to travel for meetings as appropriate

Skills and Abilities

- The ability to think at a high level about Let's Talk Science priorities and funding needs
- 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, virtually and by telephone
- Outstanding interpersonal skills with an ability to work independently and collaboratively in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic organization
- The capacity and willingness to learn, grow and develop mastery in this portfolio
- Superior analytical, planning, research and storytelling presentation skills
- Exercise appropriate judgment, maturity, accountability, and an ability to maintain confidentiality

Working Relationships

The Senior Development Officer reports to the Senior Director, Development and works closely with the President, Vice-President, External Relations, other members of the Fund Development team.

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 and cover letter (including salary expectations) quoting "Senior Development Officer" as outlined below by 11:59 pm ET on July 31, 2022 to:

Shawna Agathos

Human Resource 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

Equity Statement

Let's Talk Science is committed to implementing the Calls to Action framed by the Truth and Reconciliation Commission. We acknowledge the shared lands we live and work on across Canada and that our national office is situated on the traditional territory of the Haudenosaunee, Wyandot and Anishinaabe.

Let's Talk Science values the diverse and intersectional identities of its stakeholders and staff. Let's Talk Science believes equity, diversity and inclusion strengthen the community and enhance excellence, innovation and creativity and is committed to accessibility for all employees. We are committed to employment equity and building a diverse workforce reflective of Canadian society that will enrich our work and learning environment. Let's Talk Science seeks applicants who embrace our values of equity, anti-racism and inclusion. As such, we encourage applications from candidates that have been historically disadvantaged and marginalized, including applications who identify as First Nations, Métis and/or Inuit/Inuk, Black, racialized, a person with a disability, women, and/or 2SLGBTQ+.

All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents will be given priority. We are committed to providing accommodation to those with a disability or medical necessity. If you require an accommodation in order to participate in the recruitment process, please notify us and we will work together on the accommodation request. 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.