

## LET'S TALK SCIENCE POSITION POSTING

*Position Title:* Coordinator, Stewardship

*Position Status:* Full-time permanent position

*Closing Date:* Position will remain open until filled; however; applications are encouraged by 11:59 pm ET on January 8, 2023.

### 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 and inspired children, youth, educators and volunteers in STEM, surpassing 13.8 million interactions.

We invite you to visit our website [letstalkscience.ca](https://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>). We also ask that you consider completing a brief questionnaire to help us build and measure our efforts to attract members of Equity Deserving communities to employment with Let's Talk Science at <https://questionpro.ca/t/AB3unpnZB3uwj1>.

### 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 3 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

### Coordinator, Stewardship

The Coordinator, Stewardship is responsible for coordinating direct donor stewardship and engagement, primarily but not exclusively through Let's Talk Science events. The incumbent is also responsible for supporting the logistics for events led by the Fund Development team, as well as the administrative elements of Let's Talk Science fundraising campaigns.

### Responsibilities:

#### Donor Engagement and Stewardship

- Coordinate donor engagement for Let's Talk Science events (Let's Talk Science Challenge, Symposia, Volunteer Conferences, etc.)
- Support solicitors with stewardship-related management activities for current supporters, as well as for other identified prospects across the organization
- Lead in development of customized gift agreements to support solicitors
- Ensure accurate supporter recognition on communication pieces from annual report to display boards and presentations, as well as the partner and supporter recognition pages on all of Let's Talk Science's websites

- Ensure stewardship-related donor information is captured in Raiser's Edge, including relevant actions, reports, attachments and correspondence

### **Event and Campaign Support**

- Act as primary support for events, including details such as sourcing, working with other teams and solicitors, and ensuring accuracy in all related materials
- Support Fund Development Team with administrative logistics for prospect/donor cultivation and stewardship events
- Provide administrative support for Let's Talk Science fundraising campaigns and initiatives, including End of Year Fundraising Campaign, Giving Catalogue, Tributes and Giving Tuesday
- Maintain and update, as required, online giving pages in order to best maximize revenue

### **Report and Proposal Writing**

- Act as overflow writer for fund development team, developing and writing donor reports and funding requests for individuals, foundations and corporations, as requested.
- Responsible for conducting the full range of activities required to prepare, submit, and coordinate reports and proposals including: assembling letters of support; program deliverables and impact; budgets; reports and/or presentations, as required by the prospect/donor
- Record and maintain information regarding proposal development and grant tracking in Raiser's Edge database

### **Fund Development Operational Support**

- Support logistics for key stakeholder communications and marketing (e.g., list review for fund development-related special events, annual report, holiday cards and invitations, etc.)
- Provide administrative support for Raiser's Edge data entry, as required.
- As part of the Let's Talk Science and External Relations annual planning process, identify personal goals to ensure personal, team and organizational success.
- Support preparation and shipping of materials, supplies, and/or equipment to promote and/or deliver Let's Talk Science programming
- Other duties as requested/required within the scope of the position

### **Requirements/Qualifications**

- Post-secondary education in a related field (e.g., public relations, marketing, fundraising/event management, philanthropy, etc.)
- Minimum three years proven experience in successful administrative roles with a strong aptitude for customer service; an equivalent combination of education and work experience will be considered
- Knowledge of current (and future planned) corporate social responsibility best practices across Canada
- Proficient in the use of Microsoft Office Suite (Word, Excel, PowerPoint) with a comfort for learning new technology
- Certified Fund Raising Executive (CFRE) designation (or desire to pursue) an asset
- Passionate about science, technology, engineering and math (STEM) education an asset
- Experience in the not-for profit sector an asset
- Raiser's Edge experience an asset
- Bilingual (English/French) a strongly desired

### **Skills and Abilities**

- Works well - both independently and cooperatively - in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic organization
- The ability to think at a high level about Let's Talk Science priorities and funding needs
- Superior analytical, planning, and verbal presentation skills
- Strong organizational and follow-up skills and attention to detail
- Results-focused self-starter with the ability to take both initiative and direction

- Strong verbal communication skills, including the ability to build rapport with and engage others easily in person 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
- Professional demeanour with an ability to work with diverse groups of individuals and/or organizations
- Exercise appropriate judgment and maturity, accountability, and an ability to maintain confidentiality
- Ability to work outside regular hours on occasion

## **Working Relationships**

- Reports to Director, Development Operations, with some oversight from other team members as required
- Works closely and in support of others within the Fund Development team, including the Senior Coordinator, Stewardship
- Collaborates with Communications staff and Marketing team, President's Office, Finance, program development and delivery teams in order to secure resources/materials needed to execute relevant duties
- Liaises with donors and donor representatives 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 and cover letter (including salary expectations) quoting "Coordinator, Stewardship" as outlined below by 11:59 pm ET on January 8, 2023 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](mailto: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.*