

## LET'S TALK SCIENCE POSITION POSTING

*Position Title:* Vice President, Advancement & Stakeholder Relations

*Position Status:* Full-time, permanent position

*Closing Date:* Position will remain open until filled; however, applications are encouraged by March 15, 2024

### 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 that enables you to join us anywhere in Canada with support for set-up and connectivity
- Starting with 4 weeks' annual vacation plus a 2-week paid closure over the December–January holiday period and additional paid sick and personal days
- Comprehensive group benefit package, including health, dental, vision, life and critical illness
- Training to support our commitment to EDIA

### POSITION

The Vice President, Advancement & Stakeholder Relations oversees the organization's fundraising and stakeholder engagement strategy, development, and execution. A member of the Senior Leadership Team, the incumbent works closely with the President, other Vice Presidents and members of the Board of Directors, in support of the organization's advancement objectives, through engagement and partnership with funding prospects, donors, government representatives, and other relevant stakeholders.

### Responsibilities:

#### **Leadership**

- As a member of the Senior Leadership Team, participate in developing and implementing the corporate vision, strategic plan and annual corporate operating plan to guide the organization with specific focus on advancing the organization's financial position
- Develop and manage the annual operating budget, income and activity projections for the fund development team and participate in corporate budget development and management processes
- Lead the development of fund development operational plans, in alignment with the strategic direction of the organization; negotiating recommended timelines and resources needed to achieve program goals and plans as required
- Oversee the efficient and effective operation of initiatives within fund development

- Oversee the creation of communications strategies that pertain to advancement activities to cultivate and enhance meaningful relationships with targeted, high-level external audiences
- Manage, coach and mentor team management and staff and actively participate in recruitment of team members as required
- Actively participate in the management of Let's Talk Science and its programs, including participating on key committees, attending meetings regularly and bringing forward issues for prioritization, discussion and decision
- Identify and evaluate the risks to Let's Talk Science advancement efforts, with oversight for implementing relevant risk mitigation plans
- Serve as an effective internal and external spokesperson for Let's Talk Science
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality; working collaboratively with leadership to integrate cross program activities, functions and program expansion
- Ensure effectiveness and efficiency of systems and structures to aid planning, management and decision-making relating to fundraising and relationship management

### ***Fund Development, Government & Stakeholder Relations***

- Oversee the development, implementation and stewardship of a national fund development plan; working with the team to ensure capacity at national and regional levels
- Work closely with the President to develop and implement an annual government relations plan with all levels of government; as required, serve as a spokesperson for the organization; build and maintain strong and effective relationships across federal and provincial governments
- Oversee the development and implementation of an annual stakeholder relations plan as it pertains to advancement, including donor engagement
- Serve as contributing member and resource to the Senior Leadership Team to advance strategic thinking and outcomes regarding advancement and relationship building with selected individuals, stakeholders and donors
- Work collaboratively with other members of the leadership team to identify government policy and funding issues and opportunities for strategic impact
- Support the President's role as spokesperson representing organizational interests
- Work with Finance team to prepare a comprehensive team budget
- Other duties as requested/required that are within the scope of the position

### **Requirements/Qualifications**

- At least 10 years in a senior leadership role in one or more of the following areas: institutional advancement, philanthropy/fundraising, government/stakeholder relations, management and/or sales
- Sophisticated relationship builder with proven experience in advancement, to shape and drive a comprehensive strategy that includes fund development and stakeholder relations
- Willingness to travel throughout the country for meetings, educator conferences and other events
- Fluency in English and French

### **Skills and Abilities**

- Proven strategic leadership skills with the expertise to foresee potential impacts of the operating environment, maximizing opportunities and mitigating risk to position organization as a national leader with respect to fundraising needs
- Demonstrated ability to guide, motivate and mentor a diverse, cross-organizational team toward the achievement of goals and objectives while maintaining the flexibility to adapt to changing circumstances and priorities of a dynamic and growing organization
- Demonstrated leadership, coaching and relationship management skills with history of success in building and maintaining lasting relationships with key business partners, customers and team members to move initiatives forward
- An innovator with the ability to generate ideas, fresh perspectives and original approaches to effect change and play a lead role in organizational growth

- Excellent planning and organizational skills with ability to coordinate work on multiple projects to meet deadlines while maintaining accuracy and excellent attention to detail
- Excellent negotiation and interpersonal skills, with a high degree of tact and diplomacy to navigate complex multi-stakeholder conversations and lead a group towards shared goals, action and results
- Persuasive, credible and polished communicator both verbally and in writing
- High level of proficiency with Microsoft Office Suite and a willingness to learn and adapt to new technology and software as it emerges in the field. Expertise with Raisers' Edge
- Strong critical thinking, problem solving and decision-making skills with an ability to identify and handle critical issues and remain calm under pressure
- Exceptional service orientation with a commitment to openness and transparency
- Ability to work outside of regular hours on occasion

### **Working Relationships**

- Reports to the President
- Works collaboratively with other members of the Senior Leadership Team and management at Let's Talk Science
- Represents Let's Talk Science to key organizational stakeholders and media, as appropriate
- Interacts with other Let's Talk Science personnel as appropriate

Let's Talk Science has paused the enforcement of our mandatory COVID-19 Vaccination Policy. We will continue to strongly recommend vaccination; we will monitor and follow the scientific research but will not require that any new staff be vaccinated for COVID-19 as a condition of their employment. Please note that the policy will continue to exist and may be enforced again in the future if warranted.

Interested candidates should submit their curriculum vitae along with a cover letter (including salary expectations) in confidence quoting "Vice President, Advancement & Stakeholder Relations" as outlined below by March 15, 2024 to:

Jincy George

Red Rabbit Learning Services Inc.

via email: [jincy.george@redrabbitlearning.ca](mailto:jincy.george@redrabbitlearning.ca) (please submit all documents in one pdf file)

### ***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.*