

LET'S TALK SCIENCE POSITION POSTING

Position Title: Coordinator, Report and Proposal Writing

Position Status: Full-time, permanent

Closing Date: Position will remain open until filled; however; applications are encouraged by 11:59 pm ET on April 21, 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 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

POSITION

The Coordinator, Report and Proposal Writing works collaboratively with members of the Fund Development team to create compelling proposals, comprehensive grant impact reports and inspiring stories to help secure funds to support Let's Talk Science's mission. This position utilizes research, knowledge of the principles and practices of fundraising, stewardship, grant administration and proposal writing to prepare high-quality written documents. The incumbent works across the organization to ensure Let's Talk Science's activities and objectives are effectively understood and communicated.

Responsibilities:

- Develop and write funding proposals and sponsorship requests for individuals, foundations, corporations, government agencies and other funding sources, in support of new and existing organizational initiatives
- Develop and write stewardship reports, impact stories, letters and other communications for individuals, foundations, corporations, government agencies and other funding sources
- Responsible for conducting the full range of activities required to prepare, submit, and coordinate proposals including; assembling letters of support, program deliverables and impacts, budgets, reports and/or presentations as required by the prospect/donor
- Coordinate and maintain calendar and tracking system to ensure multiple projects are moving in a timely manner and meet timelines for submission of letters of intent, supplemental materials, proposals and stewardship reports
- Develop and write communications materials to be used by the fundraising team in the solicitation, cultivation and stewardship of prospects and donors
- Coordinate and ensure funders' requests are met for timelines, acknowledgements and specific deliverables with the appropriate lead staff
- Prepare and assemble written material for fundraising leadership volunteers and campaign volunteers
- Record and maintain information regarding proposal development, grant tracking and reporting in Raiser's Edge database
- Other duties as requested/required that are within the scope of the position

Requirements/Qualifications

- Post-secondary education in a related field and at least 2 years of relevant experience; equivalent education or demonstrated experience will be considered
- Demonstrated successful revenue acquisition through effective proposal and stewardship writing
- Experience in the not-for-profit sector and conducting background research and collecting information
- Proficient in the use of Microsoft Office Suite (Word, Excel, PowerPoint) and online grant submission systems with a comfort for learning new technology
- Raiser's Edge experience an asset
- Bilingual (English French) an asset

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
- Excellent oral and written communication skills with a demonstrated ability to write concise, well-articulated and persuasive proposals, impactful reports and compelling stories
- Ability to align strategic goals with action plans
- Superior time and project management skills with the proven ability to manage multiple projects simultaneously
- Results-focused self-starter with the ability to take both initiative and direction
- Highly motivated, resourceful, and eager to contribute
- 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 and decision-making
- Ability to work outside regular hours on occasion

Working Relationships

- Reports to the Senior Development Officer, Operations
- Works closely and in support of others within the Fund Development team
- Collaborates with staff on the Marketing and Communications team, President's Office and finance, program development and delivery functions in order to secure the materials needed to execute their duties
- Liaises with donors and donor representatives 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 resume and cover letter (including salary expectations) quoting "Coordinator, Report and Proposal Writing" as outlined below by 11:59 pm ET on April 21, 2024 to:

Shawna Agathos

Human Resource Generalist, Let's Talk Science

1510 Woodcock Street, Unit 8 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.