

LET'S TALK SCIENCE POSITION POSTING

Position Title: Alumni Relations and Administrative Coordinator

Position Status: Full-time permanent position

Closing Date: Position will remain open until filled; however, applications are encouraged by 11:59 pm ET on September 1, 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 Alumni Relations and Administrative Coordinator works collaboratively to develop and implement the alumni relations strategy to achieve annual engagement and advancement goals aligned with Let's Talk Science's Campaign and Strategic Plans. The incumbent also coordinates the administration elements for the Fund Development team, providing support that includes; gift processing, processing various financial transactions and reconciliations, prospect and donor research, coordinating logistics for travel, and general administrative support to senior staff, as required.

Responsibilities:

Alumni Relations – External Relations

- Coordinate and execute the alumni relations strategy including an annual alumni plan
- Recruit and work closely with Alumni members and council to strategize and develop impactful, high-quality opportunities for engagement and acting as a main contact to foster exceptional alumni experiences
- Lead content development for alumni engagement, and working with the Communications team (creating stories, newsletters, reports, social media posts, etc.) on relevant alumni

- Work collaboratively to identify and cultivate potential alumni donors, while providing exceptional stewardship to current alumni donors.
- Set revenue goals to grow Alumni financial participation including annual appeals, working alongside the rest of the Advancement team
- Evaluate the performance of the alumni affinity program to enhance engagement effectiveness
- Explore opportunities to introduce new program offerings
- Maintain current and accurate information in Raiser's Edge

Gift Administration

- Manage gift processing, from maintaining campaign and fund structures to entering pledges in the Raiser's Edge (RE) database
- Accurately process all incoming gifts, produce appropriate receipts and acknowledge gifts in a timely manner, reporting and reconciling pledges
- Review outstanding pledges and follow-up with solicitors to ensure funds are received
- Prepare appropriate thank you letters and other correspondence, as requested
- Acknowledge gifts in a timely manner by providing a thank you letter to the solicitor to review (within 48 business hours of receipt of the gift), in addition to thanking the donor through email when possible
- Track and maintain donor logos and gift agreements

Prospect Research

- Provide detailed prospect research for the Fund Development and President's Office teams, including prioritizing research requests, providing research materials for proposals, meetings or other solicitation processes, as well as requests involving bios and event summaries
- Follow-up with solicitors to ensure all research is actioned
- Complete proactive regional research for environmental overviews of key cities/regions
- Ensure qualified prospects continue to move down the pipeline by reviewing with the fund development team on a regular basis
- Assist with external fund development meeting preparation by adding high-quality research and acting as value-added support to development team members
- Maintain prospects in RE database, including relevant media/articles and research, as well as updating research-related actions; all while keeping appropriate Moves Managers aware of significant information or updates

Team and Administrative Support – External Relations

- Make travel and accommodation arrangements and prepare expense reports as requested by team members including reimbursements and invoicing, securing and managing corporate rates for car rentals and hotels
- Provide internal and external support for special projects as required
- 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 3 years of relevant experience; equivalent education or demonstrated experience will be considered
- A minimum of two years' experience in office administration, preferably in the area(s) of fund development, including hands-on experience with fundraising database Raiser's Edge
- Experience in alumni or stakeholder relations an asset
- Experience synthesizing information and producing reports
- Experience with gift processing, electronic records and database programs
- Bilingual (English and French) an asset

Skills and Abilities

- Demonstrated proficiency in Microsoft Suite of products and Google Suite
- Works well independently and cooperatively, while maintaining flexibility to adapt to changing circumstances and priorities of a dynamic and growing organization
- Ability to work well under pressure and meet deadlines, while maintaining accuracy and attention to detail, meticulous records maintenance skills
- Excellent organizational skills with ability to coordinate work on multiple projects
- Strong interpersonal and communication skills, both written and verbal
- Ability to take initiative and problem solve
- Professionalism, confidentiality, diplomacy and tact
- Ability to work outside regular hours on occasion

Working Relationships

- This position reports to the Director, Development Operations
- Works closely with staff in the following functions: Fund Development, Marketing Communications, Government Relations, Finance, Impact and Youth & Volunteer Experience
- Liaises with alumni, donors and donor representatives as appropriate
- Coordinates with publishers, creative agencies and strategic marketing partners

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 "Alumni Relations and Administrative Coordinator" as outlined below by 11:59 pm ET on September 1, 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.