

LET'S TALK SCIENCE POSITION POSTING

Position Title: Coordinator, Fund Development

Position Status: Full-time, 2-year renewable contract, eligible for benefits

Application Deadline: March 28, 2021

THE OPPORTUNITY

Let's Talk Science is an award-winning, national, charitable organization focused on education and outreach to support youth development. We create and deliver unique learning programs and services that engage children, youth and educators in science, technology, engineering and math (STEM) to support learning and skill development. Our programs, resources and services, we motivate and empower children and youth in Canada to fulfill their potential and prepare for their future careers and roles as citizens. Let's Talk Science has excited, inspired and engaged more than 9.5 million children, youth, educators and volunteers in STEM since its inception.

This position is located in our office in London, Ontario.

We invite you to visit our website (www.letstalkscience.ca) to learn more about our organization.

POSITION

The Coordinator, Fund Development 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 administrative elements of Let's Talk Science fundraising campaigns and mid-level prospect research.

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 moves management activities for current supporters, as well as for other identified prospects across the organization
- Ensure stewardship-related donor information is captured in Raiser's Edge, including relevant actions, reports, attachments and correspondence
- Lead in development of customized gift agreements to support solicitors

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

Prospect and Donor Research

- Conduct early stage research of potential donors and make recommendations to add to the major gift pipeline; where possible, pre-screen prospects through direct communications before handing off to solicitors
- Complete proactive regional research for environmental overviews of key cities/regions
- Develop a process to track completed research; following up with FD team solicitors to ensure continued movement in pipeline
- Provide detailed prospect research for the External Relations and President's Office teams; includes prioritizing reactive research requests, providing research materials for proposals, meetings or other solicitation processes, as well as requests involving bios and event summaries, as necessary

Fund Development Operational Support

- Act as secondary review for editing purposes of all written documentation, including proposal, reports and additional correspondence
- 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.)
- 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
- Contribute to the Let's Talk Science and Fund Development annual work planning process
- Act as secondary for gift processing in Raiser's Edge, as well as provide administrative support for RE data entry
- 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.)
- Knowledge of current (and future planned) corporate social responsibility best practices across Canada
- Minimum three years proven experience in successful administrative roles with a strong aptitude for customer service
- A combination of training and related experience may be considered
- 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 strongly desired
- Bilingual (English/French) 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 Director, Development
- 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

Interested candidates should submit their resume and cover letter quoting “Coordinator, Fund Development” by **11:59pm ET on March 28, 2021** to:

Shawna Agathos

Human Resources Generalist

Let's Talk Science, 1510 Woodcock Street, London, ON N6H 1S5

EMAIL: hr@letstalkscience.ca (please submit all documents in one pdf file)

FAX: (519) 474-4085

Let's Talk Science invites applications from all qualified candidates. We are committed to employment equity and building a diverse workforce reflective of Canadian society and especially welcome applications from racialized persons / persons of colour, women, Indigenous persons, persons with disabilities, LGBTQ2 persons and others who may contribute to the diversification of ideas. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations, please contact the Human Resources representative listed above. Please also note that applicants must be legally entitled to work in Canada. 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.