



## Position Posting

### Position Title: Fund Development and Donor Relations Specialist

**Position Status:** Full time; 2-year renewable contract, on path to permanent; includes modest health and RRSP benefits plan

**Closing Date:** Open until filled, applications encouraged by December 3, 2021

Are you looking for a career where you can really see evidence that you are making a difference in the lives and futures of Canadian youth? Are you someone who enjoys building donor relationships, writing impactful proposals and donor reports, and working with a mission-driven, high-performing team? Would you like to work for a people-centric organization, and have the flexibility to work both from home, and from our Pickering office? Scientists in School's Fund Development and Donor Relations Specialist role may be the opportunity that you are looking for!

With experience in the not-for-profit sector, you thrive in a results-oriented environment, and bring to it energy, strong writing skills, broad strategic thinking skills, and an ability to forge strong internal and external relationships. You have experience in, and enjoy - fundraising, verbal and written communications, and using narrative and data to tell a compelling impact story. This intermediate level position is being added at a pivotal time in Scientists in School's history, as we embark on deepening success and financial resources for several key focus areas. In particular, these include: equity of participation for youth in low income, rural and remote communities in our workshops, and our promising new path of running two workshop models for our classroom and community STEM workshops – our original on-site model, and our hands-on virtual model with individually packaged topic-curated materials, sent ahead.

### About Us

Scientists in School is an extraordinary organization and charity, filled with individuals who possess an unwavering passion for getting kids excited about STEM and environmental awareness in investigative workshops across their elementary school years. Founded in 1989, Scientists in School recognizes that early positive exposure to science is critical to instilling a life-long interest and setting young learners on the path to scientific literacy and a bright future. We're focused on developing the bright minds and innovators needed for Canada's economic and social prosperity, and we do this through providing rich and engaging high quality workshops, led by passionate and skilled STEM role models. In a typical year, our visiting

scientists and STEM experts engage over 700,000 young people (eager 'junior' scientists in school) in more than 25,000 experiential workshops - most in Ontario and Alberta, and recently from coast to coast. This is an exciting time in our organization's evolution towards a national program. Visit our website [www.scientistsinschool.ca](http://www.scientistsinschool.ca) to learn more about our organization.

## **The Opportunity**

As an integral member of Scientists in School's small (yet mighty) Fund Development and Communications team, the Fund Development and Donor Relations Specialist will identify, build and manage relationships with donors, write compelling grants and donor reports, develop grant budgets, and carry out other fund development activities focused on growing funding support for Scientists in School's mission, vision and national programs. This position reports to our Director of Fund Development and Communications and works closely with the Fund Development and Communications team, our regional managers, and our Executive Director. The ideal candidate is an accomplished fundraiser, relationship-oriented, strategic, and brings a proven track record of writing compelling grants, proposals and donor reports. They are adept at the creative side of fundraising and awareness building, as well as the analytical side, including data analysis, research and creating and monitoring grant budgets. They are a passionate doer, and have teamwork and a growth mindset in their DNA. They excel in a fun, ambitious and fast-paced environment.

## **Job Responsibilities**

- Work collaboratively with Fund Development and Communications team and regional staff to create and implement fund development strategies that align with Scientists in School's priority initiatives and goals.
- Play a pivotal role in identifying, building and nurturing productive relationships with donors to secure support for our organization's funding priorities, understanding the unique needs of donors and communities.
- Manage a portfolio of existing and prospective donors, including cultivation, solicitation and closure of major gifts.
- Conduct comprehensive research in order to identify and recommend potential funding prospects and opportunities.
- Write and/or edit fundraising materials including proposals, cultivation letters, grant applications, presentation decks, reports, acknowledgements and donor reports. Tell the story of Scientists in School to varied audiences.
- Work closely with staff in the planning and implementation of strategic activities and events to engage the community and donors.
- Develop and implement annual donor stewardship plan, maintain donor listings in marketing and communication materials, and on our website.
- Work closely with other members of the team, both leading on, and assisting with developing and monitoring grant budgets.

- Work closely with staff across the organization in the planning and implementation of strategic activities and events to engage the community and donors, including organizing the Scotiabank Charity Challenge team.
- Help to provide professional support to our Board Fundraising Committee, attending occasional evening meetings.
- Monitor trends in science, technology, engineering, mathematics (STEM), the environment and education. Apply learnings to activities.
- Comfortably navigate technology and systems.
- Attend networking events as appropriate.
- Other related duties as requested/required that are within the scope of the position.

**Skills and Attributes Required:**

- Minimum four years of relevant fund development experience, including envisioning and writing complex proposals, and experience and success in a major gift role.
- Proven ability to develop and implement effective fundraising strategies.
- Bachelor's degree or diploma, preferably with a focus in a discipline that serves the work of fundraising or a science degree that aligns with our mission's focus.
- Well developed verbal, written and visual communication skills. Comfortable communicating with and relating to donors and prospects.
- Ability to synthesize large amounts of complex information and develop concise and compelling proposals/reports.
- Strong analytical skills.
- Some accounting/budgeting experience.
- Highly motivated with strong ability to set priorities, balance a range of projects effectively, complete work with minimal supervision and meet deadlines without compromising quality.
- A hands-on team-player who is able to work independently as well as collaborate with and/or lead teams on projects.
- Proven problem solving and strategic thinking ability; able to analyze situations, carry out research, develop and implement strategies and solutions, often within narrow time frame
- Strong time management skills and people skills.
- Proficient in a broad range of software applications including MS Word, Excel and Power Point, as well as email and Internet applications.
- Knowledge of, or demonstrated passion for, science, technology and the environment.
- Willingness to work occasional evenings or a weekend day when required.
- Fluency in French is an asset.

The successful candidate will be required to provide a satisfactory Police Records Check for the Vulnerable Sector.

<b>Reports to:</b>	Director of Fund Development and Communications
<b>Seniority:</b>	Mid/Intermediate Level
<b>Location:</b>	Pickering office, 975 Dillingham Road with flexibility for some working days from home; During COVID, this role and most staff roles are working from home.
<b>Position Classification:</b>	Full-time (37 ½ hours per week)
<b>Application deadline:</b>	<b>December 3rd, or until position is filled</b>

**Start Date:**

**As soon as possible**

Qualified applicants are invited to submit a cover letter and résumé as one attachment to the attention of Amy Schindler at [hr@scientistsinschool.ca](mailto:hr@scientistsinschool.ca). Please include job title in subject line of your email.

*We thank all candidates for their interest – and are truly appreciative of the time individuals put into applying – but with the limitations of time, only those selected for an interview will be contacted. Scientists in School welcomes diversity in the workplace and encourages applications from all qualified individuals. In accordance with the Accessibility for Ontarians Act (AODA), accommodation will be provided throughout the recruitment process to applicants with disabilities. Individuals with a disability requiring accommodation during the application and/or the interview process should advise us so arrangements can be made. To learn more about Scientists in School, visit [www.scientistsinschool.ca](http://www.scientistsinschool.ca)*