



✉ WWW.TWOSE.CA

📍 11211 142 STREET NW
EDMONTON, AB T5M 4A1

☎ 780-452-9100

POSTING NO: ESSF 1466

AFFILIATION: CSU 52

EDMONTON SPACE & SCIENCE FOUNDATION DEVELOPMENT ASSOCIATE, DONOR STEWARDSHIP FULL TIME

TELUS World of Science - Edmonton inspires life-long learning as we create a positive science and technology culture in our region. We motivate people to learn about and contribute to advances in science and technology, to strengthen themselves, their families and their community. TELUS World of Science - Edmonton is operated by the Edmonton Space and Science Foundation.

Position Summary:

The Development Associate, Donor Stewardship is a new and exciting opportunity within TELUS World of Science – Edmonton's (TWOSE) Fund Development team. Reporting to the Senior Manager, Fund Development, the Development Associate will work as part of a team to cultivate donors, increase revenues for the organization, and support the evolving needs of the development program.

This role is responsible for creating strong relationships with potential and existing donors to grow financial support for TWOSE's mission-driven programming and capital initiatives.

The Development Associate is a results-oriented, enthusiastic team player that provides key support to existing Fund Development initiatives and goals while expanding the organization's philanthropic giving program. They have excellent organizational, interpersonal and communication skills and a strong capacity for initiative.

Duties & Responsibilities:

Supports Existing Fund Development Initiatives:

- Conduct research to identify new fund development opportunities.
- Collaborate across the organization's teams and departments to identify appropriate funding opportunities for the organization's programs.
- Identify and apply for grant funding opportunities through government, foundation, corporate, and other funding agencies.
- Collaborate with leadership to explore new programs and events to expand donor opportunities.
- Ensure accurate and timely donor information is maintained in Raiser's Edge.
- Develop and document donor offerings and benefits that allow budget objectives to be met and support return on investments.

LAT 53° 33' 40" N LON 113° 33' 50" W

- Communicate the status of the organization's philanthropic giving program to the Senior Manager, Fund Development.
- Ensure leadership is fully equipped with portfolios of donors and engaged in donor stewardship where appropriate and as needed.
- Support the Senior Manager, Fund Development in creating the development goals, targets, and initiatives during the business planning and budgeting processes, ensuring alignment with the organization's goals.
- Support the Senior Manager, Fund Development in developing and maintaining key performance indicators and metrics throughout the fiscal year.

Prospect and Donor Management:

- Review and evaluate all current fundraising initiatives and provide recommendations on improving the organization's philanthropic program.
- Develop and deliver compelling proposals and presentations in solicitation of donations. Prepare campaign reports and donor and prospect research as requested.
- Build a diverse base of engaged donors through an innovative program that attracts funds to the Edmonton Space & Science Foundation.
- Identify donor interests that align with the organization and support relationship transitions as needed.
- Develop a framework for major individual, corporate, and planned giving
- Move prospects and past donors in an appropriate and timely fashion towards solicitation and closure.
- Create solicitation and stewardship plans for all donors over \$10,000.
- Plan and coordinate various annual donation campaigns.
- Work with the Marketing team to create annual plans for promoting the organization's various giving programs.
- Coordinate correspondence, meetings, and expectations of donors and provide follow-up on all required donor commitments.

Special Events and Community Engagement:

- Plan and coordinate donor cultivation events.
- Manage acknowledgement, recognition, and stewardship activities of donors.
- Assist with major fundraising events.
- Participate in key events as a representative of the organization to build relationships and further the work of the organization.
- Develop and document donor offerings and benefits that allow budget objectives to be met and support return on investments.
- Actively promote, participate in, and be an ambassador of the organization's donor stewardship activities and events to build relationships and further the work of the organization.

- Contribute to corporate and public awareness and positive perception of TELUS World of Science – Edmonton's services and facilities to achieve fundraising targets.
- Other duties as required.

Qualifications:

Knowledge and Abilities

- Solid knowledge and application of effective donor management and stewardship practices with a proven track record of independently securing gifts and meeting target goals.
- Exceptional relationship building skills and practices with the ability to lead and influence others.
- Working knowledge of budgets, expense processes and financial negotiations.
- Strong written and verbal communication skills with the ability to make strong and compelling presentations.
- Excellent interpersonal skills; open, approachable, tactful and politically sensitive.
- Excellent administrative skills with the ability to follow through effectively.
- Strong project management skills with ability to effectively handle diverse key stakeholder interests and manage multiple priorities simultaneously.
- Strong computer skills, including Microsoft Office suite and Raiser's Edge database management.

Education and Experience

- Related university degree, college diploma, or certification or a combination of equivalent skills and experience.
- Proven success with donor management and relationship building.
- Three (3)-Five (5) years related experience in fundraising and/or sales.
- Proven experience implementing successful donor programs in a variety of sectors.
- Reliable transportation.

Note: A Vulnerable Populations Check is a condition of employment for successful candidates. Must be completed prior to commencement of work and is the financial responsibility of the candidate.

Hours of Work: 75 hours bi-weekly, some evening work may be required to accommodate special events.



✉ WWW.TWOSE.CA

📍 11211 142 STREET NW
EDMONTON, AB T5M 4A1

☎ 780-452-9100

Compensation: FT160 \$52,351.16 to \$65,534.73 as per the current 2019 Collective Agreement. Upon successful completion of the probationary period, the successful candidate will be eligible for all benefits outlined in the Collective Agreement.

Open Date: August 21, 2019

Close Date: September 4, 2019

Apply to: Human Resources

11211 142 Street

Edmonton, AB T5M 4A1

Apply by direct email to: hr@twose.ca

We thank all applicants and advise that only those selected for an interview will be contacted.

LAT 53° 33' 40" N LON 113° 33' 50" W