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📍 11211 142 STREET NW  
EDMONTON, AB T5M 4A1

☎ 780-452-9100

POSTING NO.: ESSF 1634

AFFILIATION: CSU52

**The Edmonton Space & Science Foundation  
Development Associate, Sponsorship  
FULL TIME**

*TELUS World of Science – Edmonton (TWOSE) is located in amiskwacîwâskahikan <math>\langle \Gamma ^{n} b \cdot f \cdot \langle \Gamma ^{n} b \cdot \Delta b \rangle >> in Treaty Six Territory and the Métis Nation of Alberta Region 4. We are the destination to engage Albertans' hearts and minds in science, with a mission to ignite curiosity, inspire discovery, celebrate science, and change lives.*

*Our guests are diverse and so are we. TWOSE is deliberate in building a culture that is diverse, equitable, and inclusive. Science is for everyone, and we need team members with diverse perspectives, identities, abilities, and expressions. As such we encourage Black, Indigenous, and racialized peoples, persons living with disability and neurodiversity, women, sexual and gender minorities, and members of all minority groups to apply.*

**POSITION SUMMARY:**

The Development Associate, Sponsorship is an 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 sponsors, 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 sponsors 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 sponsorship program. They have excellent organizational, interpersonal and communication skills and a strong capacity for initiative

**DUTIES AND RESPONSIBILITIES:**

**Supports Existing Fund Development Initiatives:**

- Conduct research to identify new fund development opportunities.
- Collaborate across the organization's teams and departments to activate sponsorships and identify appropriate funding opportunities for the organization's programs.
- Identify and apply for grant funding opportunities through government, foundation,

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corporate, and other funding agencies.

- Collaborate with leadership to explore new programs and events to expand sponsorship opportunities.
- Ensure accurate and timely sponsor information is maintained in Raiser's Edge.
- Communicate the status of sponsorship inventory to the Senior Manager, Fund Development.
- Develop and document sponsorship offerings and benefits that allow budget objectives to be met and support return on investments.
- Ensure leadership is fully equipped with portfolios of sponsors and engaged in sponsorship activity 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 Sponsor Management:**

- Develop and deliver compelling proposals and presentations in solicitation of sponsorship. Prepare campaign reports and sponsor and prospect research as requested.
- Maintain and create opportunities within the sponsorship portfolios.
- Identify sponsorship interests that align with the organization and support relationship transitions as needed.
- Ensure consistency of sponsorship fulfillment of benefits and sponsors are accountable.
- Work with appropriate teams to ensure sponsorship benefits are identified and fulfilled, budget objectives are met and return on investments activities are supported.
- Coordinate correspondence, meetings, and expectations of sponsors and provide follow-up on all required sponsor commitments.

#### **Special Events and Community Engagement:**

- Plan and coordinate sponsor events.
- Manage acknowledgement, recognition, and stewardship activities of sponsors.
- 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 sponsorship 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 sponsorship 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 sponsorship 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.
- Experienced salesperson who is comfortable cold calling and prospecting for new partners.
- Excellent interpersonal skills; open, approachable, tactful and politically sensitive.
- Strong sales and marketing skills with the ability to manage a variety of accounts at different stages of development.
- 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 accounts and projects 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 sponsorship management and relationship building.
- Three (3)-Five (5) years related experience in fundraising and/or sales.
- Proven experience implementing successful sponsorship programs in a variety of sectors.
- Reliable transportation and a valid driver's license



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**Note:** A clean Police Information Check including the vulnerable sector is a condition of employment for successful candidates. The check must be completed prior to commencement of work and is the financial responsibility of the candidate.

**Wages:** FT 160 \$55,691.30 to \$69,716.02 based on 2017-2022 Collective Agreement. Upon successful completion of the probationary period, the successful candidate will be eligible for all benefits outlined in the Collective Agreement.

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

**Opening Date:** March 20, 2023

**Closing Date:** April 3, 2023

**How to Apply:** [hr@twose.ca](mailto:hr@twose.ca)

**Please include cover letter and resume in one document. We thank all applicants and advise that only those selected for an interview will be contacted.**

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