

LAT 53° 33' 40" N LON 113° 33' 50" W

- Steward, retain, and grow a diverse base of engaged donors, including the Catalyst Circle donors (\$1,000+) through an innovative donor program that attracts funds to the Edmonton Space & Science Foundation.
- Identify donor interests that align with the organization and support relationship transitions as needed.
- Manage the framework for major and individual giving
- Move prospects and past donors in an appropriate and timely fashion towards solicitation and commitment.
- Create solicitation and stewardship plans for all donors over \$10,000.
- 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.

Support Existing Fund Development Initiatives:

- Identify and apply for grant funding opportunities through government, foundation, corporate, and other funding agencies.
- Manage administration and stewardship processes for Be A Star fundraising program.
- Collaborate across the organization's teams and departments to identify appropriate funding opportunities for the organization's programs.
- Conduct research to identify new fund development opportunities.
- 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, including the processing of tax receipts.
- Plan and communicate donor benefits that allow budget objectives to be met and support return on investments.
- Communicate the status of the organization's philanthropic giving program to the Senior Manager, Community Relations.
- Ensure leadership is engaged in donor stewardship where appropriate and as needed and that they are fully equipped with donor portfolios.
- Support the Senior Manager, Community Relations 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, Community Relations in developing and maintaining key performance indicators and metrics throughout the fiscal year.

Special Events and Community Engagement:

- Plan and coordinate donor cultivation and stewardship 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:

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

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: \$55,691.30 to \$69,716.02 annually based on 2017-2022 Collective Agreement (FT160).



✉ WWW.TWOSE.CA

📍 11211 142 STREET NW
EDMONTON, AB T5M 4A1

☎ 780-452-9100

Hours of Work: 75 hours biweekly, with the flexibility to work evening and weekend events as required.

Opening Date: March 5, 2024

Closing Date: March 19, 2024

How to Apply: 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.

LAT 53° 33' 40" N LON 113° 33' 50" W