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POSTING NO.: ESSF 1714 AFFILIATION: CSU52

The Edmonton Space & Science Foundation Development Associate, Donor Stewardship Full-Time

Join TELUS World of Science – Edmonton (TWOSE) as we embark on our 40^{th} trip around the sun! Situated in the heart of amiskwacîwâskahikan $all \Gamma^0 b \dot{\Gamma} \dot{\sim} i^0 b'' \Delta b^0$ in Treaty Six Territory and the Métis Homeland, 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.

We take pride in building a culture that is diverse, equitable, and inclusive. Science is for everyone, and the Science Centre team is as diverse as our guests. 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.

Be part of an organization that values diverse perspectives, identities, abilities, and expressions. From cosmic discoveries through telescopes to 'Aha!' moments under microscopes, join the Science Centre as we celebrate the endless possibilities of science for the next 40 years!

POSITION SUMMARY:

The Development Associate, Donor Stewardship is a dynamic opportunity within TWOSE's Government & Community Relations team. Reporting to the Senior Manager, Community Relations, the Development Associate will work as part of a team to steward and cultivate individual donors, manage the annual campaign, support grant proposals, increase revenues for the organization, and support the evolving needs of fundraising at TWOSE.

This individual 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 written communication skills and a strong capacity for initiative.

DUTIES AND RESPONSIBILITIES:

The Development Associate, Donor Stewardship is responsible for the following:

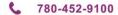
Prospect and Donor Management:

- Plan, manage, and coordinate TWOSE's annual donation campaign
- Develop and deliver compelling proposals and presentations in solicitation of donations.
- Prepare campaign reports and donor and prospect research as requested.





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- 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 followup 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.



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- 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).





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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.