

- In collaboration with the Senior Manager, Community Relations, research, identify, and apply for grants, including those offered by government, foundation, corporate, and other funding agencies.
- Develop tailored cultivation strategies to understand each prospect's interests, aligning them with organizational goals.
- Regularly communicate with donors through personalized outreach, updates, and stewardship efforts.
- Monitor and document interactions, track progress toward fundraising goals, and adjust strategies to ensure sustained giving.
- Create and implement an endowment fundraising plan with the goal of growing the Seeds of Science Endowment Fund.
- Collaborate with Marketing & Community Relations team members to create and deploy targeted donor communications, including donor impact reports.

Donor Management:

- Create new individual giving strategies and plans, including direct mail, acquisition campaigns, and donor engagement strategies.
- Collaborate with the Senior Manager, Community Relations to set and achieve annual revenue goals, and create business plans and budgets, including monthly, annual, and multi-year KPIs.
- Work in Raiser's Edge and manage segmented donor communication that optimizes engagement and giving across multiple channels.
- Work within the allocated budget for annual giving activities, tracking expenses and ensuring cost-effective campaign execution.
- Regularly report on donor inventory, achievements, and risks to the Senior Manager, Community Relations to inform reporting, planning, and maximize the return on investment in the Individual Giving portfolio.
- Ensure compliance with FOIP, CRA, AFP, and other applicable legislation.

Relationship Management and Partnerships:

- Build strong, collaborative relationships with individual donors to ensure successful partnerships and long-term retention. Regularly communicate with these groups to align goals, coordinate activities, and foster long-term engagement that supports mutual success.
- Collaborate across the organization to activate donor agreements, funding, and stewardship opportunities.
- Provide guidance on how to best engage Senior Leadership in the cultivation and stewardship of donor relationships and as required, provide Senior Leadership with the required background to successfully support the cultivation of donor relationships.
- Expand and nurture a network of industry contacts, potential donors, and community leaders who can enhance the organization's visibility and resources.
- Engage in networking activities to uncover new opportunities, stay informed about industry trends, and drive philanthropic growth.

- Act as an ambassador for TELUS World of Science – Edmonton, promoting awareness of the organization’s mission and values through public appearances, events, and interactions with the community.
- Ensure that all public engagements reflect the organization’s professionalism, positively influence its reputation, and foster goodwill among supporters and the public.

Support Community Relations Initiatives

- Design and record donor benefits and offerings that align with budget goals.
- Support the execution of fundraising events, cultivations events, and stewardship events.
- Support administration for bi-annual casino fundraising event.
- Undertake additional tasks as needed

QUALIFICATIONS:

Knowledge and Abilities:

- Excellent interpersonal skills - open, approachable, tactful, and politically sensitive with an ability to foster strong relationships with donors through thoughtful, strategic communication.
- Solid knowledge of best practices in philanthropy, including donor acquisition, prospecting, research, audience segmentation, and retention strategies with a proven track record of independently securing gifts and meeting target goals.
- Ability to analyze data to inform strategy and improve results.
- Competence in working within budget constraints, tracking expenses, and reporting on ROI.
- Effective team player capable of working across departments to achieve shared goals.
- Ability to manage multiple priorities and stakeholders with shifting expectations

Education and Experience:

- Bachelor’s degree in nonprofit management, communications, marketing, or a related field; equivalent experience will be considered.
- Minimum of five (5) years of experience in annual giving, fundraising, or related roles in a nonprofit setting.
- Proven track record of securing gifts of \$1,000+.
- Experience with donor databases, such as Raiser's Edge, and strong data analysis skills.
- Excellent verbal and written communication skills with a focus on donor-centric messaging.
- Strong organizational skills, attention to detail, and the ability to work independently and collaboratively.
- CFRE is an asset.



✉ WWW.TWOSE.CA

📍 11211 142 STREET NW
EDMONTON, AB T5M 4A1

☎ 780-452-9100

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 185 \$ 68,250.00 – \$85,195.50 per year based on the 2023 -2024 Collective Agreement. **under review**

Hours of Work: 75 hours bi-weekly, Monday through Friday, 8:30 a.m. to 4:30 p.m. Some evening work may be required to accommodate special events.

Opening Date: December 4, 2024

Closing Date: Open until suitable candidate found

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