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POSTING NO.: ESSF 1764  
AFFILIATION: CSU52

**The Edmonton Space & Science Foundation  
Development Officer, Grants and Community Relations  
Full Time**

*Located in the heart of amiskwaciwâskahikan ᐱᖃᖅᐱᖅᐱᖅᐱᖅᐱᖅ in Treaty Six Territory and the Métis Homeland, at TELUS World of Science – Edmonton (TWOSE) we are a catalyst for lifelong learning, creating a community of curious minds through immersive experiences and connections with the wonders of science.*

*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 team as we work towards our vision of becoming the trusted hub of science engagement, pushing boundaries and igniting curiosity.*

**POSITION SUMMARY:**

TELUS World of Science – Edmonton is seeking a passionate and detail-oriented Development Officer, Grants & Community Relations to drive the growth of our grant funding program. Reporting to the Senior Manager, Community Relations, this role is responsible for securing and managing grant funding from government agencies, foundations, and other organizations.

Key responsibilities include researching and writing compelling grant proposals, building and maintaining strong relationships with funders, and ensuring timely and effective grant reporting. This position plays a crucial role in communicating the impact of our work, helping to secure funding for capital and operational needs, including programs for underserved students and Indigenous Initiatives.

The ideal candidate is a skilled storyteller who can translate our mission and vision into persuasive funding proposals, ultimately increasing grant revenue to support our ongoing initiatives.

## **DUTIES AND RESPONSIBILITIES:**

### **Grant Portfolio Growth**

- Secure and exceed annual and multi-year grant revenue targets by diversifying funding sources among government, foundations, and other partners.
- Identify and pursue new grant opportunities that support capital and operational needs, including programs for underserved students and Indigenous Initiatives.

### **Effective Grant Management & Reporting**

- Develop and maintain a systematic grants calendar to ensure timely submission of proposals, renewals, and compliance reports.
- Ensure compliance with all grant guidelines, reporting deadlines, and evaluation requirements.
- Collaborate with internal teams to establish project budgets, measurable goals, and evaluation strategies for each grant.
- Take ownership of targets and deadlines with a focus on measurable outcomes and continuous improvement.
- Work with the Senior Manager, Community Relations to set and secure grant revenue goals and create budgets.
- Utilize Raiser's Edge to track grant applications, manage relationships, and optimize engagement.
- Work closely with the Finance Team to ensure proper fund allocation and compliance with grantor requirements.
- Ensure adherence to FOIP, CRA, AFP, and other applicable regulations.

### **Relationship Management and Partnerships**

- Build and maintain strong relationships with funders to support long-term engagement and increase year-over-year grant renewals.
- Communicate regularly with funders to align goals, coordinate activities, and foster mutual success.
- Achieve high funder satisfaction scores through ongoing feedback, stewardship efforts, and repeat funding.
- Collaborate across the organization to activate successful grant programs, funding, reporting, and stewardship opportunities.
- Provide guidance on engaging Senior Leadership in funder cultivation and stewardship, including preparation of necessary background information.
- Represent the Foundation positively by demonstrating inclusive and culturally respectful practices in all communications.
- Expand and nurture a network of industry contacts, potential funders, and community leaders to enhance visibility and resources.

- Engage in networking activities to uncover new funding opportunities and stay informed about industry trends.
- Serve as an ambassador for TELUS World of Science – Edmonton through public appearances, events, and community interactions

### **Alignment with Organizational Priorities**

- Collaborate with internal teams to align funded projects with the organization's broader strategic plan.
- Co-create realistic, measurable goals and evaluation strategies for grants to demonstrate impact.
- Champion equity and diversity in internal and external funder communications.
- Commit to inclusive fundraising practices that respect and acknowledge Indigenous communities and other underserved groups.
- Uphold a high level of integrity and ethical conduct aligned with professional and organizational values.

### **Support Community Relations Initiatives**

- Assist in the planning and execution of fundraising, cultivation, and stewardship events.
- Support corporate donation funding proposals.
- Contribute to occasional award nominations and submissions.
- Perform 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 funders through thoughtful, strategic communication.
- Ability to analyze data to inform strategy and improve results.
- Effective team player capable of working across departments to achieve shared goals.
- Ability to manage multiple priorities and stakeholders with shifting expectations.
- In-depth familiarity with funding landscapes in Alberta and Canada, including government, foundations, and corporate philanthropic strategies.
- Strong written and verbal communication skills, able to tailor messages and convey impact to various audiences.
- Cultural competence and willingness to learn.
- Proactive, positive attitude with a demonstrated capacity for initiative, creativity, and teamwork.
- High degree of professionalism and ethical standards, maintaining confidentiality and respectful interactions with all stakeholders.

**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 grant writing or fundraising experience with a strong track record of grant writing, proposal development, reporting, and funder stewardship.
- CFRE is an asset.
- Proven track record of securing grants valued at \$10,000 or more.
- Experience securing grants for underserved communities, including Indigenous-focused or community-centric programs is highly desirable.
- Experience with donor databases, such as Raiser's Edge, and strong data management skills.
- Exceptional verbal and written communication skills with a focus on demonstrating community impact.
- Strong organizational skills, attention to detail, and the ability to work both independently and collaboratively.
- Valid driver's license for event and site-visits as required.

**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 – Friday, 8:30 am to 4:30 pm. Some evening work may be required to accommodate special events.

**Opening Date:** March 4, 2025

**Closing Date:** March 11, 2025

**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.**