



DUTIES AND RESPONSIBILITIES:

Strategy & Sustainability (Operational Execution)

- Implement annual fund development and stewardship plans established by the Marketing & Community Relations leadership team, ensuring consistent, coordinated execution across giving portfolios.
- Oversee day-to-day operations of annual giving, sponsorships, and grants, ensuring goals and timelines are met.
- Support the development of portfolio-specific business plans and KPI dashboards; monitor progress and recommend adjustments.
- Coordinate grant submission schedules, sponsorship pipelines, and donor cycles to prevent overlap and ensure efficient workflow.
- Maintain and enforce best practices for data entry, reporting, stewardship, donor benefits, and activation.
- Support fundraising events, annual campaigns, stewardship events, and community activations through operational leadership and coordination.
- Contribute to annual revenue growth by supporting donor/sponsor acquisition, cultivation touchpoints, and stewardship initiatives.

Stakeholder Engagement

- Support cultivation and stewardship activities by preparing materials, briefing notes, research summaries, and follow-up content for leadership.
- Build collaborative working relationships with internal teams to support donor and sponsor commitments.
- Support community partnerships, foundation relationships, and third-party fundraising opportunities.
- Represent the Development team professionally at community functions as needed.

Team Leadership & Operational Management

- Provide daily leadership, coaching, and coordination for the Development Associates.
- Develop annual work plans, ensure clarity of expectations, and monitor progress toward revenue and stewardship goals.
- Support the hiring, onboarding, and training of new Development Associates as required.
- Promote consistent practices across all development portfolios to strengthen efficiency, integration, and donor/sponsor experience.
- Address operational challenges, remove barriers, and ensure the team has the tools, resources, and information needed to succeed.
- Model and reinforce a donor-centric, relationship-focused culture.

QUALIFICATIONS:

Knowledge and Abilities:

- Strong interpersonal and relationship-building skills.
- Ability to translate strategic direction into actionable work plans for a small team.

- Strong writing skills and the ability to review/strengthen grant proposals, reports, sponsorship decks, and donor communications.
- Strong organizational skills with the ability to manage multiple portfolios and deadlines simultaneously.
- Ability to analyze donor data, track performance, and identify opportunities for improvement.
- Demonstrated ability to coach and support staff development.

Education and Experience:

- Bachelor's degree in nonprofit management, communications, marketing, business, public administration, or a related field; equivalent experience considered.
- CFRE is an asset
- Minimum 5–7 years of experience in fundraising, sponsorship, grants, or related nonprofit roles.
- Experience leading staff or supervising projects/teams preferred.
- Experience working with donor databases such as Raiser's Edge.
- Experience supporting or managing portfolios across multiple fundraising streams.

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: \$75,000–\$90,000.00 annually

The starting salary will be based on experience, skills, and internal equity. TELUS World of Science - Edmonton is committed to fair and transparent compensation practices.

Hours of Work: 75 hours bi-weekly. The standard work schedule is Monday to Friday from 8:30 am to 4:30 pm. Flexibility is required to accommodate evening/weekend events.

Opening Date: December 17, 2025

Closing Date: Until a suitable candidate is 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.