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780-452-9100

# The Edmonton Space & Science Foundation Manager, Fund Development (Out of Scope) Full Time

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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:**

Reporting to the Director of Marketing & Community Relations, the Manager of Fund Development plays a key role in leading the day-to-day work of TWOSE's Development team. This role is responsible for bringing our annual giving, sponsorship, and grant programs to life, making sure they're well-coordinated, thoughtfully executed, and aligned with our goals.

The Manager, Fund Development, turns big-picture fundraising and community engagement strategies into clear, actionable annual plans. They help create consistency across all fundraising portfolios, keep projects moving on time and on track, and ensure donors and sponsors feel valued through strong, relationship-focused engagement. This role is essential in building effective systems, supporting team accountability, and driving sustainable revenue that helps advance TELUS World of Science – Edmonton's mission



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# **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:**

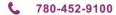
## **Knowledge and Abilities:**

- 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.