



**SCIENTISTS
IN SCHOOL**

Job Posting

Fund Development and Database Administrator

Reporting to: Director of Fund Development and Communications
Location: Pickering Office, 975 Dillingham Rd
Position Classification: Full-time (37 ½ hours per week)
Two Year Contract starting in June 2017
Application deadline: **April 19, 2017** or until position is filled

Qualified applicants are invited to submit a cover letter and résumé combined into one document to careers@scientistsinschool.ca.

We thank all candidates for their interest; however, only those selected for an interview will be contacted. Scientists in School welcomes diversity in the workplace and encourages applications from all qualified individuals. Individuals with a disability requiring accommodation during the application and/or the interview process should advise us so arrangements can be made.

Scientists in School is seeking a Fund Development and Database Administrator to support the fundraising efforts of the organization. Based in our Pickering office, this position reports to the Director of Fund Development and Communications and works closely with the Fund Development and Communications team, as well as regional staff members. The ideal candidate has experience in database administration; developing compelling fundraising materials, including grants/proposals and donor reports; contributing to strategy and planning sessions; coordinating and implementing fund development activities; researching and identifying opportunities; and building strong, long-term relationships.

Primary Responsibilities:

- Maintain integrity of fundraising database (ProDon), process donations, enter donor information, process receipts, coordinate thank you letters and other mailings, and run reports
- Write, edit and help produce fundraising materials including proposals, cultivation letters, grant applications, and donor reports
- Conduct comprehensive research in order to identify and recommend potential funding prospects and opportunities
- Work collaboratively with Fund Development and Communications team and regional staff to create and implement fund development strategies that align with Scientists in School's strategic plan
- Assist in the cultivation, solicitation and closure of gifts
- Develop and help steward relationships with corporate, community and individual donors
- Analyze data to support fund development
- Attend networking events as appropriate
- Other related duties as defined

Qualifications:

- Relevant post-secondary education; at least one to two years work-related experience in a not-for-profit setting; certificate in Fundraising Management or related program an asset

- Working knowledge of fundraising databases, and appreciation for clean data
- Knowledge in the implementation and execution of fund development strategies
- Experience in writing grants/proposals and donor reports
- Strong data analysis skills
- Excellent verbal communication skills with an ability to foster and develop long-term relationships
- Ability to consistently produce high-quality work on tight timelines
- Ability to work independently, prioritizing and exercising sound judgment, while at the same time having strong team-work and collaborative skills
- Advanced writing and editing skills, ability to present ideas with clarity and vision, attention to detail
- Proficiency in Microsoft Office (Word, Excel and Publisher)
- Experience in science or education sectors, as well as French language proficiency an asset
- Willingness to work occasional evenings and/or weekends where required

Please note that the successful candidate will be required to provide a satisfactory Police Vulnerable Sector Check.