



**SCIENTISTS
IN SCHOOL**

Job Posting

Fund Development and Database Coordinator

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 September 2017
Application deadline:	August 4th or until position is filled

Qualified applicants are invited to submit a cover letter and résumé combined into one document to careers@scientistsinschool.ca. Please mention where you saw this position advertised in your cover letter.

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 Coordinator 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 the analytical skills needed to undertake database coordination; develop compelling fundraising materials, including grants/proposals and donor reports; contribute to strategy and planning sessions; coordinate and implement fund development activities; and research and identify opportunities.

Primary Responsibilities:

- Maintain integrity of fundraising database (ProDon), process donations, enter donor information, process receipts, coordinate thank you letters and other mailings, run reports (database training will be provided)
- Help produce fundraising materials including proposals, cultivation letters, grant applications, and donor reports
- Conduct prospect research in order to identify potential funding opportunities
- Work collaboratively with Fund Development and Communications team and regional staff to implement fund development strategies that align with Scientists in School's strategic plan
- Help steward relationships with corporate, community and individual donors
- Attend networking events as appropriate
- Other related duties as defined

Qualifications:

- Relevant post-secondary education; one to two years work-related experience in a not-for-profit setting; certificate in Fundraising Management or related program an asset
- Preference for previous experience working with a fundraising database (training in ProDon will be provided)
- Ability to develop and maintain processes to ensure accurate and clean data

- Knowledge in the implementation and execution of fund development strategies
- Experience in writing grants/proposals and donor reports
- Strong analytical skills
- Excellent verbal communication skills
- Ability to consistently produce high-quality work
- Ability to work independently, prioritizing and exercising sound judgment, while at the same time having strong teamwork and collaborative skills
- Advanced writing and editing skills, 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.