



POSITION PROFILE

**Senior Manager of Development
Science Alberta Foundation**

ORGANIZATIONAL OVERVIEW

Science Alberta Foundation is a non-profit organization committed to increasing science and literacy awareness. They develop engaging resources that bring science to life for Albertans of all ages, in every corner of the province.

In 1989, Alberta oilman and entrepreneur Jim Gray shared his vision of an organization that would support scientific learning and help establish Alberta as a strong competitor in the global marketplace. More than 22,000 Albertans signed a petition to support his proposal, and in 1991, the provincial and federal governments joined hands with private industry to finance Science Alberta Foundation’s two-year pilot project.

Science Alberta Foundation collaborates with educators, parents, community leaders and scientists to develop programs, such as Science-In-A-Crate and Wonderville.ca that showcase the importance science plays in our everyday lives.

They provide programs that motivate children, youth, and families to embrace lifelong science and technology learning. The Science Alberta Foundation helps to create tomorrow’s knowledge workers and instill an appreciation of science in a new generation of Albertans.

THE ROLE

The primary responsibility of the Senior Manager of Development is to lead the fundraising activities of the Science Alberta Foundation (SAF). Reporting to the Chief Executive Officer, and working with and mentoring a team, you will ensure that fundraising targets are met, donor stewardship is delivered, and gift acquisitions and renewals are reached based on yearly targets. You will be responsible for implementing innovative strategies that distinguish SAF in the sponsorship/philanthropy marketplace.

In addition to achieving fundraising goals, the Senior Manager of Development is responsible for developing and implementing a communication strategy that sources and capitalizes on all available opportunities to enhance, promote, and advance SAF as a leading and valuable charity of choice.

The successful candidate will have a blend of fundraising, sales, public relations, business, and staff management experience. As well, the successful candidate will have connections and experience in philanthropic (personal and foundations), government, and corporate sponsorship.

Suite 1600, 250 - 6th Avenue S.W. Calgary, AB T2P 3H7 Telephone: 403-410-6700 www.odgersberndtson.ca



REPORTING RELATIONSHIPS

Reports to:	Chief Executive Officer
Direct Reports:	Manager of Development Development Administrative Assistant
External Relationships:	Donors Industry Leaders Government Education Leaders

SPECIFIC RESPONSIBILITIES

The Senior Manager of Development will be responsible for:

Leadership

- Lead the development and implementation of SAF's strategic resource development framework
- Create and implement a comprehensive internal development plan to achieve goals and targets to deliver on the strategic priorities for SAF; increasing the Foundations' reputation, financial viability and sponsor/donor loyalty
- Monitor fundraising and giving trends in Alberta and recommend modifications and strategies as required
- Lead engagement of CEO and board members in fundraising activities through call management, coaching and support

Fundraising

- Responsible for raising \$1.5 million within first year, growth to \$6 million within three years
- Deliver a sustainable funding model using a variety of sectors and a diversified program including personal and corporate philanthropy, sponsorships and events
- Secure multi-year sponsorships and philanthropic gifts
- Secure in-kind support to leverage communication and brand platform
- Oversee and participate in all components of successful fundraising and stewardship
- Ensure best practices are applied to fundraising activities, including adherence to AFP Code of Ethics and the Donor Bill of Rights

Management

- Supervise and mentor the Manager of Development and the Development Administrative Assistant



- Appropriately assess and assign roles and responsibilities within team and outline needed deliverables and performance objectives
- Manage all day to day department and staff operations – personnel requests, goal setting, performance issues

Policies and Procedures

- Creation of internal fundraising processes, policies, and templates - gift acceptance, prospect clearance, sponsor stewardship/recognition, proposals and agreement contracts
- Assess workflow/processes within the department and implement changes to improve efficiencies
- Supervise and direct the use of Raiser's Edge database to record, schedule and track donor information
- Report department performance results regularly to the management team, CEO and Board

Communications

- Develop and implement a communication strategy to advance SAF as a leading and valuable charity of choice
- Increase institutional awareness of SAF in order to support fundraising
- Work closely with CEO to initiate and capitalize on leadership activities of the CEO – presentations, boards, awards

CANDIDATE PROFILE

In meeting the forgoing objectives, the successful candidate will champion sustained high performance teamwork and organization-wide collaboration in a manner consistent with the Foundation's team-oriented culture. Ideal experience would include:

- An undergraduate university degree with a minimum of seven years experience in non-profit fundraising (*accreditation as a Certified Fundraising Executive would be considered an asset*)
- Superior facilitator with the ability to build consensus
- Sound judgment and reflective decision making abilities
- Ability to exercise initiative relating to the identification and prioritization of key projects for resource allocation
- Ability to exercise judgment to ensure fulfillment of obligations to donors
- Extensive knowledge of fund raising best practice, including major gifts and corporate sponsorship and a knowledge of Imagine Canada's Ethical Fundraising and Financial Accountability Code, AFP Code of Ethics and the Donor Bill of Rights



- A firm understanding of the legal aspects of charitable giving and Canada Revenue Agency regulations
- Management and leadership training expertise
- Strong proficiency with Microsoft Office, Outlook and Raiser's Edge software
- A proven track record with setting up, managing and mentoring a team and senior volunteers
- Strong interpersonal communication skills including writing for fund development
- Ability to work flexible hours

CHARACTERISTICS

- Excellent verbal and written communicator – open, receptive, persuasive, diplomatic and articulate
- Exhibits the highest level of personal and professional integrity
- Astute listener, respectful and able to deal with sensitive dynamics
- Proven team leadership and coaching skills
- Approachable, intelligent and viewed as a highly credible advisor
- Mature thinker, open-minded, flexible and encourages ideas from others
- Resilient, self-confident and patient
- Strong work ethic, ability to manage tight deadlines and work effectively under pressure

FOR ADDITIONAL INFORMATION

- www.sciencealberta.org
- To explore this opportunity further, please send your resume in confidence to mark.perkins@odgersberndtson.ca or contact:

Kevin J. Gregor
Partner
Odgers Berndtson
(403) 410-6700

Mark Perkins
Principal
Odgers Berndtson
(403) 410-6700

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