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## Development Coordinator

**Position Summary:** We are seeking a dynamic, motivated, and skilled individual to work in a fast-paced environment. This is a full-time position (40 hrs/week) until June 30, 2024 with possibility of extension, pending performance and funding availability.

**Compensation:** \$70,000 - \$80,000, annually, based on training and experience.

**Location:** This is a work-from-home position.

**Organization Description:** The Canadian Association for Girls In Science (CAGIS) is an award-winning national not-for-profit organization that supports interest in Science, Technology, Trades, Engineering, and Mathematics (STEM) among girls and gender diverse youth. CAGIS has a strong and sustained reputation in STEM outreach and education. CAGIS Local Clubs meet monthly to explore STEM with fun, hands-on activities led by experts in a variety of STEM fields. CAGIS Virtual brings STEM to the homes of participants with live virtual sessions full of fun, hands-on activities led by experts.



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### **Summary of Duties:**

We are seeking a Development Coordinator with a breadth of knowledge and a track record of fund generation from a variety of sources. The Development Coordinator will work directly with the President on development and capacity building focused on financial sustainability and diversification of organizational funding.

Duties will include:

- participating in capacity-building activities to build financial sustainability and diversify organizational funding sources;
- performing organizational and environmental scans, a SWAT analysis, and fundraising plans;
- building and maintaining relationships with partners and funders;
- developing and implementing new fundraising strategies;
- monitoring, evaluating, analyzing, and reporting on the success of fundraising strategies, including future potential;
- maintaining up-to-date records of donors and development activities;
- participating in preparatory and implementation activities for charitable status;
- performing other emerging duties as identified.



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### Relevant Experiences and Skills:

The successful candidate will have the following:

- Minimum Bachelor's degree;
- Experience with a breadth of development activities and strategies;
- Excellent writing competencies and oral communication;
- Ability to work independently and in a team environment with volunteers, staff, partners, and participants;
- Experience developing and organizing written materials in a cohesive, structured, and logical manner;
- Strong project management and organizational skills;
- Excellent time management, planning, and follow through.

Bilingualism in French and English and knowledge of diversity and inclusion challenges (particularly those influencing gender equity in education and the workplace) could be assets.

This is a full-time position beginning immediately and ending June 30, 2024, with possibility of extension pending performance and funding availability. The annual salary for 40 hours per week is \$70,000 - \$80,000, based on training and experience, with 2% annual increases, renewed annually pending budgetary approval and performance review.

To apply, please complete the form and upload the following as one pdf document at [GirlsInScience.ca/Were-Hiring](https://GirlsInScience.ca/Were-Hiring):

- Cover letter and résumé or c.v.
- Answers to CAGIS Candidate Information Questions (max 1 page response; see page 4)
- Samples of written work

**Closing Date:** Review of applications will begin immediately and continue on a rolling basis. The position will remain open until filled. Interviews will be held via videoconference.



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## CAGIS Candidate Information Questions

Please summarize your experiences, skills, and qualifications in the following areas (max 1 page for responses to all questions).

1. Coordinating development efforts for not-for-profits and/or charitable organizations.
2. Partnership development, relationship-building, and stewardship.
3. Writing competencies and oral communication skills.
4. Ability to work independently and in a team environment with volunteers, staff, partners, and participants.
5. Self direction, time management, planning, and follow through.
6. Additional skills, experiences, qualifications, or assets you would like to mention.

The successful candidate will need to undergo a vulnerable sector check prior to being hired.

CAGIS is actively committed to the principles of Employment Equity. Women, gender diverse people, Black, Indigenous, and People of Colour, 2SLGBTQIA+, people with disabilities, and other equity-deserving groups are encouraged to apply and to voluntarily self-identify.