



@GirlsInScience



GirlsInScience.ca

Development Coordinator

Position Summary: We are seeking a motivated, and skilled individual 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 fundraising, development, and capacity-building activities, focused on financial sustainability and diversification of organizational funding. The Development Coordinator will play a strong role in identification, cultivation, and stewardship of relationships with corporate partners.

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 - \$90,000, 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 Canada's largest and longest-running STEM club for girls and gender-diverse youth aged 7-17. This award-winning club, founded in 1992, supports interest in Science, Technology, Trades, Engineering, and Mathematics (STEM) with virtual programming and local clubs that visit labs, workshops, and field sites to meet mentors and do fun, hands-on activities.

Roles and Responsibilities:

- Identify, cultivate, and steward relationships with donors, foundations, and corporations;
- Participate in development of solicitation documents and materials for corporations, foundations, and individual donors;
- Update organizational and environmental scans, SWAT analyses, and fundraising plans;
- Participate in capacity-building activities to diversify organizational funding sources;
- Develop and implement new fundraising strategies;
- Monitor, evaluate, analyze, and report on the success of fundraising strategies, including future potential;
- Maintain up-to-date records of donors and development activities;
- Participate in preparatory and implementation activities for charitable status;
- Perform other emerging duties as identified.



@GirlsInScience



GirlsInScience.ca

Relevant Experiences and Skills:

The successful candidate will have the following:

- Minimum Bachelor's degree;
- Minimum 4 years fundraising/development experience;
- Excellent writing competencies and oral communication;
- Ability to work independently and in a team environment with staff, partners, volunteers, 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.

Apply:

1. Visit <https://GirlsInScience.ca/Were-Hiring>
2. Click "APPLY NOW"
3. Complete the form
4. Upload the following items as one pdf document*
 - a. Cover letter
 - b. Résumé or c.v.
 - c. Answers to CAGIS Candidate Information Questions (max 1 page response; see page 3)
5. Press submit

**applications that are incomplete or do not submit materials as a single pdf will not be considered*

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.



@GirlsInScience



GirlsInScience.ca

CAGIS Candidate Information Questions

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

1. Coordinating fundraising and development efforts for not-for-profits and/or charitable organizations.
2. Identification, cultivation, and stewardship of relationships with corporations, foundations, and individual donors.
3. Ability to work independently and in a team environment with staff, partners, volunteers, and participants.
4. Self direction, time management, planning, and follow through.
5. 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 Racialized people, 2SLGBTQIA+, people with disabilities, and other equity-deserving groups are encouraged to apply and to voluntarily self-identify.