



Job Posting

Senior Development Officer

About Spark

The purpose of Calgary's science centre is unwavering. Spark exists to make lives — and the world — better through an affinity for science. Through visits to Spark, and encounters with Spark in the community, people are lifted up by the positive power of curiosity, experimentation and creativity. Spark is a registered charity.

The outcome is profound. Spark helps people of all ages fuel up for the future because at Spark, science, technology and invention are embedded in cultural experiences. This creates new points of access to the disciplines at the core of innovation. Join the Spark team to transform lives and inspire the future.

Position Overview

Spark is currently recruiting a full-time permanent **Senior Development Officer**. The Senior Development Officer is responsible for planning, managing and implementing activities that increase, diversify and sustain support for Spark from individuals, corporations, and foundations. This position supports sponsorship, philanthropy, foundation, and community relations and plays a leadership role in setting and achieving targets that support the strategic plan of the organization, developing and managing a portfolio, researching and writing proposals, and managing databases, stewardship and reporting.

The strategic focus of the position is to deepen engagement with corporate, foundation, and individual funders. This position is part of a small development team with the potential to grow as activity level warrants. This role is a primary fundraiser for Telus Spark and is responsible for cultivating both corporate and philanthropic relationships with stakeholders.

The Senior Development Officer reports directly to the Director, Advancement.

Key Responsibilities

- Manages portfolio of major gift prospects through the donor cycle utilizing principles of relationship-management, and personally conducts a pre-determined number of one-on-one visits with prospects on a yearly basis to secure donors, sponsors and funds.
- Assists in the development and implementation of cultivation, solicitation and stewardship strategies for major gift prospects. This involves personally soliciting prospects for major and planned gifts (both outright and deferred), as well as providing the strategy and support for others to solicit prospects to maximize the opportunities for fundraising success.
- Works in collaboration with the Advancement team to identify and qualify prospects to develop plans for strategic engagement with key stakeholders.
- Set and meet fundraising objectives, evaluate results and adjust strategies as needed to ensure that charitable and sponsorship revenue is an increasing source of revenue to support the Spark's work in the community.
- Moves top prospects through the donor cycle. This involves preparation of strategies and briefing notes for calls and completion of call follow-up.

- Works closely with other areas of the Spark team to develop donor relations plans and to maximize major and leadership gift opportunities.
- Responsible for growing the fundraising program including but not limited to major gifts, community giving, internal giving, and special events.
- Provide input to the Director, Advancement regarding fund development potential and Spark's ongoing plans, directions and strategies
- Match short- and long-term programming plans with philanthropic and sponsorship opportunities.
- Responsible for growing the sponsorship program including but not limited to researching, developing and stewarding sponsorships and grants.
- Develop and/or maintain close connections with potential and existing donors and sponsors, the academic community, informal education communities, industrial research communities, business and arts communities and to develop and deliver strong community-driven development opportunities.
- Work closely and collaboratively with other Spark teams to meet objectives, creatively solve issues, anticipate challenges and respond to opportunities.
- Monitor measure and report on performance metrics. Analyze and identify issues that are or will impact operational performance and establish initiatives for continuous improvement.
- Responsible for the entirety of the investment cycle: from identification to qualification to cultivation to solicitation and stewardship.
- Assists in other duties as required in furthering the goals of the Advancement team and Telus Spark.

Qualifications & Knowledge

The successful candidate will be a self-starter, strategic thinker, excellent communicator and agent of change whose effectiveness in fundraising stems from:

- Minimum 5 years of extensive relationship building experience in a fundraising environment
- Capital Campaign experience is an asset
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Highly developed skills and ability to excel in a growing fund development portfolio
- A proven track record of face-to-face solicitations and of achieving financial targets
- Ability to convey the value and opportunity in involving the organization, employees and guests in the fund development process, fostering a giving culture.
- Excellent writing, research, communications and presentation skills
- Strong knowledge of Raiser's Edge
- Strategic thinker, attention to detail and strong program management skills
- Personal qualities of integrity, credibility, and dedication to the mission of Telus Spark
- Fluent in Alberta Gaming and Liquor (AGLC) regulations
- Knowledge of Federal and Provincial legislation affecting charities, and charitable status and an overall understanding of legal and tax implications of major and planned gifts.
- University degree or College diploma in business or equivalent in sales, sponsorship and/or major gift experience
- Must possess a valid Driver's Licence
- Knowledgeable about the AFP Code of Ethics and Standards of Practice and the Imagine Canada's Code of Ethical Conduct.

Culture at Spark

Spark's goal is to become one of the top 10 most-worth-visiting science centres in the world. Through skilled and confident programming, Spark will attract visitors from around the city, province and globe, and immerse them in emotive experiences as they explore ever-evolving, quirky and thought-provoking galleries. The skilled programming at this level of success will only be possible with an organization-wide commitment to effective performance. High performance at Spark is both defined and experienced by diverse cultures and proactively advances equity among all human beings as part of the definition of effectiveness.

Spark's high performance culture is driven by a shared purpose. Team members are united by values and proud of the reputation we are building together. What does high performance look like at Spark?

- **Commitment to Purpose.** Everyone at Spark is a purpose driven leader. You are passionate about entertaining people of all ages in creative encounters with science, technology and engineering, and the output of your work reflects our values: collaboration, curiosity, courage, commitment, and creativity. Why? Because it makes the world a kinder, safer and better place.
- **Culture of Philanthropy.** Spark is a registered educational charity that relies on the support of sponsors and donors to ensure it can do this work to make the world a better place.
- **Commitment to Continuous Learning.** Your individual growth is driven by a desire to be a part of the team that makes Spark one of the best science centres in the world. Every day is a professional development day at Spark. You are expected to seek out learning opportunities and pursue professional growth. At times the growth may be uncomfortable, and you embrace it as part of the journey.
- **Agents of Change.** We are a culture of experimentalists. It is expected and encouraged for staff to make suggestions that can improve a program, presentation, process or service. It is also expected and encouraged for suggestions to be accepted and tried with a thank you for helping each other get even stronger.
- **Coaching Mindset.** Sparklers are committed to helping each other become even stronger in our roles. Upgrading each other's work is enjoyable and rewarding because teams are built on trust. Supervisor feedback feels like coaching, not criticism or punishment. Remember, you can say anything if you are kind, clear and non-judgmental. This is how high performance teams are built.
- **Winning and Losing as a Team.** We work together to drive action and results that are aligned with Spark's mission in the outside world. We encourage healthy debate and science-based decision making. Our relationships allow us to make big asks of each other and get big things done together with a sense of urgency and excellence. If someone appears to fail, you ask, "What did I do or not do to contribute to that, as it is my failure too."
- **Achieving Results.** Spark is dedicated to excellence in all aspects of communicating science and we carry that dedication to excellence in every aspect of Spark's work. We encourage each other to set stretch goals and work together across all departments to exceed them.

To Apply: Interested candidates can submit their cover letter and resume, in confidence, to careers@sparkscience.ca with "Senior Development Officer" in the subject line.

Closing Date: January 22, 2021

*We thank all applicants for their interest. **Only those selected for an interview will be contacted.** Spark is committed to employment equity and diversity and encourages applications from all qualified individuals.*