

## Senior Manager of Development

Actua has an immediate opening for a Senior Manager of Development. We are looking for a highly motivated strategic thinker, an outgoing and energetic networker and excellent communicator who will work with our senior management team to build capacity, develop new relationships and lead Actua's ambitious fundraising plans.

Actua is a national Canadian charity with 20 years of experience in the development and delivery of transformational science, technology, engineering and mathematics (STEM) experiences for youth. Through our successful multi-stakeholder approach involving our growing network of 34 university and college members across Canada, Actua annually engages over 250,000 youth in 500 communities nationwide. We are in a strong financial position with world-class funding partners and poised for significant growth.

As an ideal candidate, you are an entrepreneurial thinker with a track record of proven accomplishments in corporate fundraising and business development. You have a minimum of five to seven years experience of successful fundraising with the corporate, foundation and government sectors.

You are a seasoned networker, excellent negotiator and have a strong ability to understand the priorities of and connect with various stakeholders. Your passion and energy for positioning Actua as a national leader in STEM education for youth is grounded in your skills as a master communicator and proposal writer. You demonstrate the ability to understand the complexity of Actua's work and articulate Actua's multiple value propositions to a variety of potential corporate, government and foundation funding partners.

You are efficient and resourceful and will leave no stone unturned in researching new prospects while leveraging your professional network and making valuable connections that will lead to the development of new funding partnerships. You are a meticulous planner and record keeper that thrives in a fast-paced, dynamic and entrepreneurial team environment.

### The primary responsibilities with this position include:

- Developing and implementing Actua's annual fundraising plan for the purpose of increasing revenues to support a multi-million budget and the strategic direction of Actua;
- Building new corporate, government and foundation sector relationships and securing new grants/contributions, meeting our annual fundraising targets;

- Developing proposal and related communications materials, building multiple value propositions for multiple stakeholder interests; and
- Managing all phases of funder relations from cultivation to stewardship and ensure the successful delivery of accountability to all funding partners.

## Qualifications

- Bachelor's degree, preferably with CFRE designation;
- 5-7 years minimum of progressive fundraising experience, specifically in securing and managing corporate, government and foundation funding partners;
- Demonstrated leadership and the ability to manage multiple funding relationships and related projects as needed;
- Must have excellent interpersonal skills and superior written and oral communications skills;
- Proficiency in both English and French is an asset

Please submit your resume and cover letter with salary range expectations in one single PDF document through Actua's online application system: [www.actua.ca/employment](http://www.actua.ca/employment)

The cover letter should be addressed to:

Ms. Jennifer Flanagan, CEO  
Actua  
15 York Street (Courtyard)  
Ottawa, ON K1N 5S7

The posting will remain open until a suitable candidate is found.

Although all applications are appreciated, please note that only those candidates selected for an interview will be contacted.

Please direct any questions related to this opportunity to [employment@actua.ca](mailto:employment@actua.ca)

Actua is committed to providing accommodations for people with a disability in all aspects of the recruitment and selection process in accordance with Accessibility for Ontarians with Disabilities Act (AODA 2005). As required, please contact us and we will follow-up within 2 business days.