

Job Opening - Coordinator, Partner Engagement

About this opportunity

Actua is Canada's leading science, technology, engineering, and mathematics (STEM) outreach organization, preparing youth to be innovators and leaders by engaging them in exciting and accessible experiences that build critical skills and confidence. We focus on engaging the hardest-to-reach youth in Canada ensuring they have the opportunity to develop essential STEM skills. Actua represents and supports a network of over 40 member programs located at universities and colleges across Canada.

Actua is actively seeking a highly motivated and extremely personable individual to join our Development and Partnerships team to assist in the implementation of Actua's fundraising and stewardship plan. The **Coordinator, Partner Engagement** will help support funder relations, funder communications, employee engagement planning and execution, and funder report production.

This is a full time, 15-month fixed-term position located in Ottawa. This role will report to the Vice President of Development and Partnerships.

What you will do

Funder Relations

- Support in managing and stewarding relationships with all funding partners;
- Support with the execution of Actua's annual funder communications and recognition plan, including the development of partnership webpages, designing logo layouts, and tracking funder deliverables
- Setting up report templates, formatting documents, inputting content, editing, compiling, and ensuring all project/program reporting deadlines are met and all funder reports are properly filed;
- In collaboration with the Development and Partnership team, support the implementation of an annual funder engagement plan, track employee engagement using software tools and collaborate with the Network Member Services team to identify engagement opportunities for funding partners.

Funder Event Management and Communications

- Manage and coordinate funder engagement initiatives and/or events involving employees of funding partners (partnership launch events, mentor visits, site visits, special events, thought leadership, career profiles etc.), and ensure appropriate information is collected for promotions and reporting purposes.
- Support the execution and management of annual employee engagement and communications plans for Actua’s funders, including:
 - Ensuring that the communications team has a social media schedule and content to meet funder communications deliverables;
 - Assisting the development of funder communications materials, including stories, videos, newsletter articles, etc

Special Projects

- Support in the partner management, communications, employee engagement and logistics of special events/initiatives and reporting for special projects.
- Support with the implementation of Actua’s Direct Sponsorship initiatives including but not limited to initiative tracking and spreadsheet management, coordinating information exchange with other departments, creating and populating meeting agendas and taking minutes of meetings, following up with other departments and/or funders to gather requisite information, supporting with the development of recognition materials and communications assets.

About You

- You are hard working and enjoy a fast-paced, dynamic work environment. When there are gaps in your own understanding, you’re a self motivated learner that loves to explore and can quickly pick up new concepts.
- You have laser-focused attention to detail – nothing gets past you! You take pride in the quality of your work.
- You love managing relationships as much as you like keeping processes, data and teams organized and up to date.
- You have a keen eye for layout and visual design and enjoy ensuring the accuracy of documents.
- You know how to manage spreadsheets and secretly or explicitly love working with data.
- You approach the world with positivity, believe that anything is possible and revel in being part of the solution. You love contributing your expertise to achieve a team goal.

Qualifications

- Post-secondary degree in communications, marketing, public relations, or a related field from an accredited institution.
- Minimum 2 years of progressive experience in fundraising/funder stewardship, relationship management or client service in the nonprofit sector or related field.



- Minimum 2 years experience in visual design and/or layout design.
- Strong written and verbal communication skills for compelling reports, and tailored funder communications.
- Experience in event management and database management is highly desirable.
- Proficiency in Microsoft Office Suite (PowerPoint, Excel, Word), Google Workspace, and Adobe Acrobat.

Why work with us

In this role, you will have the opportunity to make a national impact by joining an organization that is committed to breaking barriers to STEM. Each year, Actua and its growing network of [over 40 college and university-based members](#) engage over 375,000 youth in exciting, hands-on experiences that help build their skills and confidence in STEM.

This is your opportunity to join our vibrant team-driven environment while working in a youthful, fast-paced and fun culture. This role is based in our Ottawa office, which is centrally located in the Byward Market. We offer a competitive salary and access to group health & medical benefits. For more information about us, please visit www.actua.ca.

To Apply

Please submit your cover letter and resume as a single PDF document on the Actua employment page. The position will remain open until a suitable candidate is selected. Please note that while we appreciate all applications, only those candidates selected for an interview will be contacted. Actua is an equal opportunity employer and is committed to accessible employment practices. If you require accommodation for any part of the selection process, please notify us and we will work with you to meet your needs.

