

Job Opening - Senior Development Officer

About this opportunity

Actua is Canada's leading science, technology, engineering, and mathematics (STEM) outreach organization. We focus on engaging the hardest-to-reach youth in Canada ensuring they have the opportunity to develop essential STEM skills and confidence. Actua represents and supports a network of over 40 member programs located at universities and colleges across Canada and annually engages over 375,000 youth in every province and territory..

Actua is seeking a talented and experienced **Senior Development Officer** to join our team to play a pivotal role in securing funding for our impactful STEM education programs. This is a fantastic opportunity for a strategic thinker with exceptional writing skills who wants to be part of a vibrant and demonstrated successful team. Actua has experienced significant growth and we are in an incredibly exciting time full of opportunity for a creative, dynamic team player. This person would bolster Actua's successful development efforts through writing complex grants and proposals and developing new funding relationships.

The perfect candidate is an exquisite writer, loves being part of a fast-paced fun team and is driven by excellence.

This is a full time, permanent position located in Ottawa. This role will report to the Vice President, Development and Partnerships.

What you will do

Fundraising (70% - 80%)

- **Grant Writing:** Craft compelling proposals (ranging from \$50k to over \$1 million) for corporate and government funders. Leverage your writing expertise and strategic thinking to secure vital funding for Actua's initiatives. Ensure proposals effectively align with our mission, vision, and goals while captivating diverse audiences.

- **Research and Identify Opportunities:** Conduct comprehensive research to identify and assess STEM sectors that can benefit from Actua's partnership. Utilize external data and insights to build persuasive proposals that resonate with potential funders.
- **Drive Fundraising Success:** Take ownership of pursuing and securing funding. Demonstrate self-reliance and initiative to minimize the need for intervention.
- **Build Relationships:** Cultivate and maintain strong relationships with stakeholders. Play a vital role in Actua's ongoing fundraising success by establishing connections with external partners and internal teams.

Beyond Fundraising (20% - 30%):

- **Program Champion:** Develop a deep understanding of Actua's programs and departments. Forge strong relationships with the individuals driving the organization's mission on a daily basis.
- **Liaison between Teams:** Work closely with internal teams to foster inter-team relationships. This ensures smooth operations and effective coordination across departments.
- **Support Senior Leadership:** Serve as a trusted right-hand person to the VP, Fundraising and Development. Assist in decision-making, and represent their interests when needed. Function as a reliable and capable representative in their absence, ensuring seamless continuity and effective collaboration.
- **Funding Strategy:** Contribute actively to the long-term funding strategy by working closely with the VP, Development and Partnerships to shape Actua's funding structure and strategic partnerships.

About You

- **A masterful writer and researcher:** You can become knowledgeable on any given topic in a short amount of time and get people to buy into your ideas quickly. You can make complex topics and ideas simple to understand. You can easily adapt writing to varied audiences and desired tones. On one day you will write a 50-page technical application, while on the next day, you're able to condense it down succinctly into a single page and still maintain the weight of your messaging.



- **A business development mindset:** Your high-level strategic thinking allows you to approach fundraising from a business development standpoint. You are relationship focused and can approach large donors, in both the private and public sectors, in such a way that effectively communicates how partnering with Actua helps corporations meet their ESG targets.
- **An adaptable communicator:** You're able to shift your communication and writing to different audiences including governments, corporations, foundations and businesses. You're able to quickly understand a funder's business needs and skillfully position your pitch to fulfill their needs.
- **Thrive working with people in an environment that moves quickly:** As an independent and fast-learner you are happy to jump into an organization and educate yourself on the stakeholders, processes, strategies and systems that currently exist. You're a real team player who loves to get to know everyone and their roles in upholding the organization's mission. You are comfortable and happy coming into a beautiful and fun office in downtown Ottawa.
- **A balance of social justice knowledge and business acumen:** You have experience that enables you to see the world through a lens of social justice and you have a proven commitment to equity. You also have experience pitching and closing 5- and 6-figure partnerships with corporations and government agencies.

Qualifications

- Exceptional and impeccable persuasive writing is non-negotiable and is the most important skill you possess;
- Minimum 5 years experience leading the development and writing of proposals and funding applications, successfully securing five, six and seven-figure investments;
- Minimum 5 years experience cultivating new funding opportunities, and having demonstrated success in executing strategic prospecting that results in new revenue streams;
- Post-secondary degree in relevant field;
- Proficiency in Microsoft Office Suite (PowerPoint, Excel, Word), Google Workspace, Adobe Acrobat, and fundraising database management;
- CFRE designation is a bonus;
- Proficiency in visual layout/design is a bonus.



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.

