

# Job Opening - Associate Director, Development and Partnerships

## About this opportunity

Actua is one of Canada's most entrepreneurial and exciting charities. We are also 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 hands-on opportunities to develop essential STEM skills and confidence. Actua represents and supports a network of over 40 member organizations located at universities and colleges across Canada. The Actua network annually engages over 375,000 youth in every province and territory.

Actua is seeking an innovative, energetic and experienced **Associate Director, Development and Partnerships** to join our team to play a pivotal role in securing funding partnerships and contributing to business development strategy.

**The perfect candidate is an exquisite writer who loves being part of a fast-paced fun team and is driven by excellence and a desire to change lives for the better.**

Actua has experienced significant financial growth and we are in an incredibly exciting time full of opportunity for a creative, dynamic team player who loves to learn and is excited about all things tech and diversity. This person would bolster Actua's successful development efforts through writing complex grants and proposals and developing new funding relationships.

This is a full time, permanent position reporting to the Vice President, Development and Partnerships and also working with Actua's dynamic CEO and Board of Directors. We offer a hybrid work arrangement (four days in office/one day work from home) to most employees, balancing flexibility with in-person collaboration. Added consideration is given to qualified candidates located in Ottawa, ON, though remote exceptions may apply.

To foster strong team connections and ensure a seamless onboarding, the successful candidate, regardless of location, will be required to have a significant in-office presence during their initial months of employment at our beautiful office located in Ottawa's Byward Market.

## How Actua approaches fundraising

Actua raises between \$15-20M annually from private, public and non-profit organizations and companies. We have between 30-50 funders who contribute between \$10K and \$7M per year

with the majority of funding partnerships between \$100-600K per year. We secure funding through solicited and unsolicited proposals and do a significant amount of partner engagement and stewardship. At this time, we do not actively pursue individual donors or do large-scale fundraising events, instead focusing on partnerships with companies, foundations and governments that share our mission.

## About Actua and what is exciting right now!

You can read all about Actua on [our website](#), and learn about our brand and the exciting things we are working on through our social channels ([Twitter](#), [Instagram](#), [Facebook](#), [LinkedIn](#), [YouTube](#)).

In addition to this background information on Actua, these are some of the more exciting things happening at the moment. These are the types of projects, grants and programs that the successful candidate would help fund and leverage to give you a sense of the content of our work:

- **Black Youth in STEM** - We recently launched a new Black Youth in STEM program to focus our long-term efforts on working with Black youth across Canada.
- **AI in Education** - Actua is a national leader in technology education and is leading the charge on the responsible incorporation of AI in education and learning. Actua is rolling out new AI content and helping parents and teachers across the country wrap their heads around how AI can be used for good.
- **Cyber-safety and Security** - We have a national program meant both to keep youth safe online AND to make sure we have amazing and diverse talent pursuing cybersecurity careers in the future.
- **Strategic Science Fund** - In 2024 it was announced that Actua would receive the largest government investment ever in STEM outreach through a \$38.4 million investment from the Federal Government over the next five years. We are matching this funding with corporate sector funding partnerships that bring innovative content and on-the-pulse skill training.
- **Indigenous Youth Land-based Camps** - We have been supporting the delivery of culturally-focused STEM camps across Canada for many years and working to meet the growing need and demand for this program.

We have the best funding partners from the private and community sectors. Companies like Google, RBC, CIBC Foundation, Suncor Energy Foundation, TD Bank Group, Toyota Canada Foundation and Mastercard believe in Actua's work and invest millions of dollars to help us scale. The successful candidate would be part of advancing these and other new programs and partnerships.

## Who you will work with

The team at Actua is incredibly talented, committed, diverse and effective. We also believe deeply that this work, although serious and focused, should and can be fun and rewarding every day.



The Associate Director will work with a fantastic development team of 5 colleagues led by the incredible VP of Development Val Iannitti. Val is a brilliant, creative, and savvy fund development leader who strives to bring the best out in her team every single day. In this position, you will also work closely with Actua's co-founder and CEO Jennifer Flanagan. Jennifer is a dynamic leader nationally recognized for her expertise in STEM, technology education and diversity and equity. She leads with passion, entrepreneurial spirit and a drive to have everyone at Actua excited about their jobs.

## **Valeria Iannitti, VP Development and Partnerships, Actua**



For over 20 years, Val has been an advocate for social justice, equitable education and human rights internationally and in Canada. She began her career supporting the disability rights movement at the PanAfrican level, which led to her participation in the UN Convention on the Rights of People with Disabilities before leading education and international development initiatives in Africa and the Middle East.

After completing her MBA, Val joined Actua in 2017 to lead its Development Team. Under her leadership, Actua has increased its annual budget from \$5M to over \$18M. In her role, she

leads corporate partnerships that add critical industry perspective and inspire the development of new program areas – such as Digital Agriculture, Artificial Intelligence, Cyber Security and Vehicle Innovation – which prepare youth to become skilled, diverse leaders in Canada's innovation economy.

With degrees in Biochemistry, Psychology, Political Science and Business, Val has a passion for the ethics, politics and philosophy of science and technology.

She is a proud mama to two active kids, spends early mornings in her home gym, winters unsuccessfully trying to master snowboarding and summers road biking along Ottawa's glorious pathways.

## Jennifer Flanagan, Co-founder, President and CEO, Actua



For more than 25 years, Jennifer Flanagan has been a leader and an extraordinary force in changing the face of science, engineering, and technology in Canada. She is one of Canada's leading experts in technology equity, STEM education and diversity and inclusion. As the co-founder, President and CEO of Actua, she has redefined the future of STEM education and the science and technology workforce by empowering hundreds of thousands of young minds across Canada to reach their full potential.

Her unparalleled understanding of emerging and in-demand technology, coupled with her success as an entrepreneur and bold business leader have paved the way for an ever-growing national organization that prepares youth for the new economy while tearing down systemic barriers for those historically excluded from STEM. At the helm of Actua, Jennifer has raised tens of millions of dollars to build and support a national network encompassing over 40 universities and colleges, engaging a remarkable 375,000 youth annually; the majority being girls and young women, Indigenous youth, Black youth, those from rural and Arctic communities, and others facing socio-economic challenges. Her national thought leadership work and media presence have brought awareness and raised the consciousness of why equity in STEM matters.

In addition to her system-changing work at Actua, she volunteers on many local, national and international boards and also advises start-up organizations, all focused on gender equity, innovation and the future of education.

# What you will do

## Fundraising (70% - 80%)

- **Write grants and proposals:** 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 6- and 7-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 unapologetically 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. Our Ottawa office is centrally located in the Byward Market. We offer a competitive salary and benefits package including access to group health & dental benefits, Group RSP with matching contribution, and Holiday closure. For more information about us, please visit [www.actua.ca](http://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.

