



Manager Partnerships – Science Media Centre of Canada

One year contract renewable based on performance

The Science Media Centre of Canada (SMCC) is seeking an individual to work with its Executive Director to develop and execute a 3-year campaign to raise funds and build strong partnerships and thus create a sustainable organization.

Background:

The SMCC will help journalists cover stories in which science plays an important part. The goal of the SMCC is to increase public engagement with science issues through media coverage of science that is more informed, more accurate and more incisive. Scientists, journalists, policy makers and the public will benefit.

Although the SMCC is in its pre-implementation stage it has already established a strong track record of success in securing preliminary start-up funding through its Charter Membership campaign.

Fundraising Objective

The SMCC fundraising objective is to raise \$2.5 million from members and patrons to meet the start-up requirements and operating budget for the first 2 years of operation.

Scope of Work and Major Responsibilities

- Work with the Executive Director to develop and execute a 3-year fundraising strategy and annual fundraising plans (with a focus on corporate sector donations and sponsorships and government funding) with clearly articulated goals and budgets
- Conduct prospect research and identification of high potential corporations, foundations and government departments building on the work done to date
- Develop new fundraising proposals targeting the corporate and public sector
- Work with the Executive Director to manage funder relations including day-to-day requests, communication materials and accountability reports
- Develop and maintain databases related to fundraising
- Ensure donations are acknowledged in an appropriate and timely manner and if and when charitable status is obtained, distribute tax receipts accordingly
- Work with the webmaster to ensure the website contains current information on fundraising opportunities and accurate donor recognition
- Manage the donor recognition program, including organizing visits and events in connection with donor recognition or program-related activities
- Remain current on all legislation and ethical practices pertaining to fundraising
- Develop communication materials to support the fundraising strategies

Performance Expectations

Specifically, the following short- (over next 5-6 months), medium- (over next year) and long-term (over next two years) priorities and goals have been set for this position. These performance expectations will form the basis of performance reviews and contract renewal.

Short-term: Our short-term goal is to get as many Charter Members as possible confirmed before this opportunity expires on July 1, 2010 and, approach current Charter Members for continued support. The priority will be to prepare proposals for high-potential funders as identified by the Executive Director, the Fundraising Committee and the Board. It is expected that at least 10 large-scale proposals be prepared and delivered before the year end - June 30, 2010.

Medium-term: Further, our goal is to achieve additional revenue of at least \$1,000,000 in new funding by December 31, 2010. This funding would allow the SMCC to open its doors and deliver core activities.

Long-term: Our long-term goal is to fund the infrastructure and programs required to deliver all aspects of the SMCC in a professional, efficient and effective way. We expect to achieve a stable revenue base sustained yearly and allowing for some modest yearly growth.

If you are interested in working with this dynamic and motivated start-up team – send your resume and expression of interest to:

Penny Park , Executive Director

Science Media Centre of Canada

Penny.Park@ScienceMediaCentre.ca

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