

Actua is Canada's largest 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 have an unwavering focus on engaging the hardest-to-reach youth in Canada, ensuring they have the opportunity to develop essential STEM skills. We represent a network of 43 members located at universities and colleges across Canada and provide this network with support, funding and advocacy at the national level. We have also remained committed to hiring undergraduate students, lots of them, who deliver programs across Canada, gaining valuable work experience while developing even stronger employability skills. **Actua is looking for a Fund Development Specialist, reporting to the Director, Development and Partnerships, to increase our capacity to develop funding proposals to corporate, government and foundation partners.**

What you will do:

- **Write proposals;** using your exceptional writing and strategic thinking skills, you create proposals that successfully secure funding for our organization. You write proposals that fit into the bigger picture of our organization and assimilate information into something digestible for people who may not be familiar with Actua. You manage proposal development from beginning to end, developing and implementing the proposal completion plan, setting up templates and trackers, coordinating with other teams to get necessary information, ensuring that all parties are aware of their roles and responsibilities and that they meet the deadlines. You are able to tailor your proposals for different organizational audiences, and are especially successful at communicating to corporate funders.
- **Develop a deep understanding of Actua's current funding structure and partnerships;** as a Senior Grant Writer on our team you will become the internal expert of our current funders and strategic partnerships. This knowledge will be incredibly useful as you support the team to identify and pursue new funding opportunities and understand how they may complement the overall strategic vision. You sit in on discussions with internal stakeholders in order to help incorporate information and offer suggestions for future proposals. You also leverage this information when writing proposals to best articulate how a funding partner's vision and mission might align with ours.
- **Assist in developing annual fund development plans ;** working with the Director, Development and Partnerships you will help create a grant funding strategy that takes into account the vision and mission of Actua. While you're not required to find funding opportunities necessarily, if you do have existing relationships you would like to leverage, that would be welcomed. When an opportunity is identified, you will assess its strategic interest and how it connects to Actua's activities. You are able to craft messaging that demonstrates to the organization that by partnering with Actua, they will be delivering on their goals and ROI.
- **Conduct research that supports the successful execution of our grant writing strategy;** you expertly conduct research across various sectors that supports your planning, execution and writing. You continuously refresh proposal materials to ensure we're able to pull together our proposals

efficiently, while leveraging our prior learning. You remain organized and keenly observe and document what funding proposals we've submitted and where we've been most successful. You use this to support the Director, Development and Partnerships in deciding on next steps within the overall organizational strategy.

Who you are:

- **Masterful writer;** you've spent most of your career writing for various audiences, specifically in the corporate sector. You're able to adapt your writing to different audiences including governments, foundations and businesses. You have experience writing technical government proposals, ideally in the on subjects on skills development, equity, diversity and inclusion in the workforce, and/or STEM outreach. You're familiar with the language and how to meet the expectations of this audience. You have enough experience and confidence to decide on a path forward and execute. You're able to provide concrete examples of how your writing has successfully secured funding for other organizations.
- **Independent, 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 not afraid to ask questions and lead your own learning and development. You put yourself out there and are willing to take action to start things moving in the right direction. You're comfortable being given an end goal and figuring out how to get there on your own.
- **Strategic and critical thinker;** you are able to see how things fit into a larger picture. You know how to strategically communicate your messages within the context of different organizations and their goals. You can adapt and quickly pivot as you receive new information. When presented with multiple, competing priorities, you are able to understand how to prioritize and achieve the most important steps first.
- **Knowledge and comfort with corporate Canada;** while you've likely spent most of your career in the nonprofit/fundraising sector you have experience that makes you both familiar and comfortable with corporate Canada. You can write for that audience, and are able to speak to people from a wide background of for-profit organizations. You understand the priorities of corporate organizations and how they may align with our mission at Actua.

Why work with us:

In this role, you will have the opportunity to make a national impact by joining one of Canada's most entrepreneurial and influential organizations in the skills development space. In addition to a competitive salary, \$70k-\$80k, you will have access to health and dental benefits, plus RRSP matching. Actua has a solid reputation and continues to grow based on our exceptional work. This is your opportunity to join a vibrant, team-driven environment. This role is based in our Ottawa office, centrally located in the Byward Market. For more information about us, please visit www.actua.ca.

111 Murray Street
Ottawa, ON
K1N 5M5
T: 613.234.4137
F: 613.234.4779
E-mail: info@actua.ca



Youth · STEM · Innovation
Jeunesse · STIM · Innovation

To Apply:

Please submit your resume to this posting.

Actua is an equal opportunity employer. We welcome and encourage applications from people with disabilities. If you require an accommodation, please notify us and we will work with you to meet your needs.