



## Development Manager, Grants & Foundation Partnerships

### Introduction

**Visions of Science is committed to advancing STEM equity** by intentionally supporting youth and communities who experience significant barriers to participation. We facilitate community-based youth engagement programs, provide support for families and educators, and advocate for equitable STEM education, and opportunity throughout the system. We believe that when youth understand the possibilities within STEM, they are empowered with the relevant skills and knowledge to be **leaders in their community, agents of change for society, and good stewards of the planet**. To learn more about Visions of Science please visit: [www.vosnl.org](http://www.vosnl.org).

### Authentic Representation

Visions of Science prioritizes facilitating power, platform, and agency to individuals who represent the ethnicities, cultures, and lived experiences of the children and youth in the communities that we partner with in all areas of the organization and our work. We strongly encourage individuals from equity-deserving groups who are historically underrepresented in STEM to apply. To learn more about the perks of working at Visions of Science team, click [here](#).

### The Opportunity

#### Position Overview

We are seeking a strategic and detail-oriented Development Manager, Grants & Foundation Partnerships to lead foundation prospecting, grant writing, reporting, and institutional donor engagement. This role is the primary lead for foundation funding, and will work closely with the development team and the CEO to ensure alignment and integration across our fundraising portfolio.

This role is ideal for someone with experience in prospecting, grant strategy, and donor storytelling, who is skilled in aligning funder interests with organizational priorities. You will be a key contributor to our overall fundraising efforts and work closely with leadership, programs, and operations to translate our impact into clear, strategic and compelling funding proposals.

#### Position Details:

- **Contract Type/Term:** Full-time, Indefinite
- **Start Date:** September - October 2025
- **Hours of Work/Schedule:** 35 hours/week
- **Available Positions:** 1
- **Job Location(s):** Toronto-based. Hybrid model with occasional in-office work (71 Regent Park Boulevard) and remote work as applicable.
- **Reports to:** CEO



- **Salary:** The starting salary for this position is **set at \$70,000 per year**, with opportunities for growth based on performance and organizational advancement.

### **Comprehensive Benefits Package for this Role Includes:**

- **33 paid days off in your first year**, including:
  - 13 vacation days (exceeds ESA minimums)
  - 10 personal emergency/sick days
  - 2 weeks paid office closure days over the winter holidays (end of December to start of January)
  - 2 additional paid office closure days
- **Flexible work options**, including a hybrid work model
- **Extended health and dental coverage**
- **Flexible savings options**, with employer-matching contributions to your choice of GRRSP, TFSA, or FHSA after 1 year of employment.
- **Flexible Fridays** year-round
- **Tech package**, including access to essential accessories
- **Employee Assistance Program (EAP)** offered through Support & Growth

## **Key Responsibilities**

### **Foundation Fundraising**

- Identify, research, and qualify prospective foundation funders using prospecting tools, criteria and funding databases
- Maintain a robust pipeline of qualified prospects and track movement through cultivation and solicitation stages
- Build customized cultivation and solicitation strategies for donors based on alignment with our mission and initiatives
- Coordinate internal meetings and outreach to engage foundation stakeholders at key touchpoints

### **Grant Writing & Proposal Development**

- Lead the development and submission of high-quality grant proposals, letters of inquiry, and supporting materials
- Collaborate with program, research, evaluation, programs and finance teams to develop clear and compelling narratives, budgets, and impact metrics
- Work with finance, program, and research teams to develop aligned budgets, logic models, and performance metrics
- Ensure all submissions are tailored to funder guidelines and aligned with internal goals and capacity
- Monitor and track all proposal and reporting deadlines, and prepare timely and accurate funder reports



- Support and coordinate the drafting of interim and final reports by gathering data and updates from internal teams and ensuring narrative consistency and funder alignment

### **Major Gifts Engagement**

- Support cross-functional donor strategy by contributing research, proposals, and impact narratives that complement efforts led by the development team
- Coordinate with senior fundraisers to ensure foundations and philanthropic donors receive integrated communications and stewardship touchpoints
- Track and inform cross-team opportunities where major donors may have affiliated foundations or related giving vehicles
- Develop and implement cultivation and stewardship plans, including personalized communications and impact updates
- Coordinate donor briefings, proposal presentations, and event follow-ups with senior leadership
- Work cross-functionally to ensure consistent messaging, tracking, and donor experience

### **Fundraising Integration & Collaboration**

- Maintain accurate donor and funder records in the CRM
- Collaborate with the Fundraising Operations Specialist to support data entry, reporting, and donor acknowledgment processes
- Maintain a proposal calendar and coordinate internal timelines and approvals
- Prepare funder briefings, grant-related communications, and stewardship updates in collaboration with the Development team
- Contribute to fundraising planning, campaign strategy, and impact storytelling alongside the broader development team
- Partner with programs, research, and finance teams to align funding proposals with internal capacity and community priorities
- Assess fundraising performance data (e.g., grant success rates, funder engagement, reporting impact) to refine strategies, strengthen funder relationships, and inform future planning
- Stay informed on sector trends and shifts in philanthropic giving, particularly within STEM education, youth development, and equity-based funding

## **What We're Looking For**

### *Education & Training*

- Post-secondary education in communications, nonprofit management, public policy, or a related field or equivalent professional experience
- Ongoing learning and interest in trends in equity-informed philanthropy, fundraising, and education equity



### *Required Experience & Expertise*

- 3–5+ years of experience in grant writing, foundation fundraising, or major gifts strategy
- Proven track record of securing 5–6 figure foundation grants
- Strong written communication and analytical skills with experience tailoring messaging to funder priorities.
- Proven success identifying prospects and securing funding from institutional funders, especially private foundations
- Strong research and prospecting capabilities, with knowledge of Canadian philanthropic tools and databases such as Grant Connect and CharityCAN.
- Experience coordinating multi-stakeholder projects, with the ability to synthesize complex information from program, finance, and leadership teams.
- Hands-on experience with CRM platforms, including Salesforce and Blackbaud Raiser's Edge, with a strong understanding of donor management best practices, pipeline tracking, and reporting functions.

### *Key Competencies & Skills*

- Exceptional writing, editing, and persuasive communication skills tailored to funders and donors
- Strategic thinking and ability to align funder interests with organizational goals
- Strong relationship management skills, with an ability to communicate professionally with donors, funders, and partners
- Strong project management skills, with the ability to manage multiple deadlines and workstreams
- Comfort working in fast-paced, collaborative environments with shifting priorities
- Comfort using tools like Google Suite, fundraising CRMs (e.g., Salesforce, Raiser's Edge), and prospecting platforms (e.g., Grant Connect, CharityCAN)

### *Preferred Assets*

- Experience working in youth development, STEM, or education-focused organizations
- Experience with government grants and corporate philanthropic programs
- Lived experience in underserved communities and/or deep understanding of equity-centered fundraising
- Knowledge of logic models, theory of change frameworks, and impact measurement tools

## **Application Process**

**Please submit your application by September 14th, at 11:59 PM ET via this [link](#). Posting will remain open until the position is filled. The application must include:**

- Resume
- Statement of Interest (max. 1 page)



- 2-3 Professional References (references will only be contacted at a later stage in the hiring process, and only after informing candidates in advance)

### **Commitment to Equity**

Visions of Science is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals. We strive for an inclusive and representative work environment. If you require accommodation during the application process, please contact [hr@vosnl.org](mailto:hr@vosnl.org). Resumes sent to this email address will not be considered.

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