



# Careers at Western Advancement

## Candidate Information Pack

Senior Development Officer •  
Schulich School of Medicine &  
Dentistry •

Job ID 40656

September 2025



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# Letter from **Kristen Lesko**



Dear Candidate,

Thank you for considering the opportunity to join us as a Senior Development Officer for the Schulich School of Medicine & Dentistry. This is an exciting time for Western Advancement, and I'm delighted you're exploring how you might contribute to our next chapter.

At Schulich School of Medicine & Dentistry, we are committed to shaping the future of healthcare through innovation in education, groundbreaking research, and meaningful engagement with our communities. To achieve these ambitions, we are expanding our Advancement team and looking for two Senior Development Officers who are collaborative, strategic, and experienced in navigating complex fundraising environments.

In these roles, you will work closely with senior leadership, faculty, and academic partners to create and implement innovative fundraising strategies. You'll build strong relationships with donors, alumni, and community leaders—connecting their passion for healthcare and education with transformational opportunities to make a lasting impact. With a focus on securing major and principal gifts, you will play a central role in advancing research, enriching academic programs, and enable capital projects that will transform the future of medicine and dentistry.

We're seeking accomplished fundraisers who have a proven record of securing major gifts, excel at building and sustaining meaningful relationships, and can confidently manage multiple priorities with creativity and professionalism. If you thrive on turning bold ideas into reality, are driven by achieving measurable impact, and are eager to contribute to a collaborative, mission-driven team, we invite you to apply.

Best Wishes,

A handwritten signature in black ink that reads "K. Lesko".

Kristen Lesko,  
Executive Director of Development,  
Schulich School of Medicine & Dentistry



# The Position - *Senior Development Officer*

The Senior Development Officer (SDO) is a vital member of Western's Advancement team, playing a pivotal role in helping the University meet and exceed its fundraising goals. We are currently seeking two talented Senior Development Officers to join our team in support of the Schulich School of Medicine & Dentistry—an internationally recognized leader in medical and dental education, research, and community engagement.

In this role, you will be responsible for the full scope of major gift fundraising, including the discovery, cultivation, solicitation, recognition, and stewardship of a portfolio of generous donors and prospective supporters. Your work will directly connect the passions of individuals, corporations, and foundations with transformational opportunities to advance health care, research innovation, and educational excellence.

Working closely with academic leaders, senior volunteers, alumni relations, and fellow development professionals, you will design and deliver innovative fundraising strategies that align with Schulich's ambitious priorities. These may include enabling breakthrough research, enriching student experiences, supporting faculty excellence, and funding capital projects that will shape the future of medicine and dentistry.

This is a highly collaborative role where relationship-building is at the heart of success. You will engage with alumni, community partners, and philanthropic leaders—locally, nationally, and internationally—creating meaningful connections that inspire giving at the highest levels. You will also ensure exceptional stewardship, providing donors with a high degree of service, recognition, and ongoing engagement.

At Schulich Medicine & Dentistry, you will be part of a supportive fundraising team that values collaboration, professional growth, and innovation. This position is ideal for someone who thrives in a fast-paced environment, is inspired by bold ideas, and is eager to develop their career to new heights.



# Schulich School of Medicine & Dentistry

The Schulich School of Medicine & Dentistry's world class educational experiences and health care innovations improve the health and well-being of people within our region and beyond our borders.

With the opportunity to impact the lives of citizens comes great responsibility. In embracing this responsibility, we strive for excellence. Schulich's rich health care legacy, continual investments in medical research, strong partnerships, and trusted role in the region have uniquely positioned us to be global leaders in health care.

The School has adopted an ambitious mandate - one that will propel us to the forefront of health education, research, and innovation for generations to come. Schulich's new strategic plan seeks to center the School as a premier destination for health education and research; to attract and retain the best and the brightest minds; to enhance the future of health; and to strengthen Western and Schulich's reputation across the country and around the world.

Achieving these ambitious goals will take a special team – a group committed to quality, forward-focused, continually raising the bar in our research education, and clinical endeavors.

We hope you will consider joining us as we move forward.





# Organizational Chart

## Schulich School of Medicine & Dentistry





## Role Accountabilities

- Develop, maintain, and secure support from within an extensive portfolio of major and principal gift prospects, which span individuals, corporations and in some cases, foundations; manage a donor/prospect portfolio, directing 80% of their time fundraising and 20% in alumni, department, student and community engagement
- Formulate a strategic framework and annual plan for the successful realization of specific annual fundraising financial goals
- Develop strategies and comprehensive campaign plans to maximize fundraising support for the Schulich School of Medicine and Dentistry
- Ensure due diligence by clearing names through the Prospect Clearance process
- Meet annual development goals as determined by the Executive Director, Development in alignment with peer development professionals across campus
- Support the engagement of regional, national and international volunteers to enhance affinity and secure transformational community support
- Work closely with the alumni relations team to ensure alumni programs and donor/prospect

relationships that extend the University's connection to alumni worldwide

- Ensure strong alignment of their portfolio's fundraising priorities with the mission and vision of the faculty and the overall University
- Develop inspirational stewardship plans for donors within their mandate in strong collaboration with Donor Relations and Stewardship
- Develop very strong, respectful, collaborative working relationships with colleagues in the Schulich School of Medicine and Dentistry, Alumni Relations & Development, Advancement Operations, Communications and Public Affairs to ensure smooth and successful delivery and coordination of fundraising and communications activities
- Ensure the Alumni/Advancement database is maintained on a consistent basis through timely entry of activity information
- Participate as a full member within the Department of Alumni Relations & Development, representing the department internally and externally, and working as a member of the team







# Person Specification

## Professional Qualifications & Education

- Undergraduate Degree
- Certified Fund Raising Executive (CFRE) designation (preferred)

## Experience

- 5 years (min) experience securing six and seven-figure financial agreements within the private sector or similar levels of major gifts in the charitable sector
- Demonstrated record of donor strategy development, implementation and evaluation
- Experience successfully managing multiple projects from conception to completion within tight prescribed deadlines
- Demonstrated experience in compiling cases for support

## Knowledge, Skills, & Ability

- Demonstrated success in confirming major and principal gifts preferably in an academic setting
- Demonstrated oral and written communication skills with an emphasis on proposal development and presentation to internal and external contacts
- Advanced computer skills in Microsoft Office and a client/donor relations management software
- Strong project management skills and the ability to manage multiple projects at once from conception to completion with tightly prescribed timelines
- Ability to establish and build healthy working relations and partnerships with clients, peers and external stakeholders
- Exceptional organizational skills and the ability to manage activities both for self and others effectively
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution and people management skills
- Flexible, resourceful, creative and pro-active work style with a can-do, enthusiastic attitude
- Demonstrated commitment to ongoing learning and professional development to stay informed about fundraising initiatives and the unit's missions and objectives
- Possess a reputation for resourcefulness with a strong sense of accountability and initiative
- Influential interpersonal skills that build positive and strong relationships at all levels of the organization



# Equity Diversity and Inclusion

## Western Values Diversity

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process.

If you require accommodations for interviews or other meetings, please contact [Human Resources](#) or phone **519-661-2194**.

## Equity, Diversity, and Inclusion

Western's equity, diversity, inclusion and decolonization (EDID) approach aims to combat racism, discrimination and ableism in all their manifestations. We strive to cultivate a campus environment where all community members can fully engage in university life, learning, working, contributing, thriving and feeling safe. You can read more about our commitment to diversity at [edi.uwo.ca](https://edi.uwo.ca) →

Western's Vision for Equity, Diversity, Inclusion, Decolonization and Accessibility (EDIDA): Fostering safe, accessible and equitable places, spaces and experiences where every person belongs and feels empowered to achieve their full potential.

[edi.uwo.ca/strategic-plan](https://edi.uwo.ca/strategic-plan) →

## Indigenous Initiatives

Western is committed to increasing Indigenous voices and presence across all levels of work, study and research. The Office of Indigenous Initiatives plays a lead role in championing Indigenous strategic directions, building collaborative and community-engaged partnerships, and supporting campus partners in implementing Western's Indigenous Strategic Plan. To learn more about the office of Indigenous Initiatives please find more resources located here: [indigenous.uwo.ca](https://indigenous.uwo.ca) →







## Terms and Conditions

### Location

Clinical Skills Building, 1151 Richmond Street,  
London, Ontario, N6A 5C1

\*The work location for this role is in-person on campus and will include work within the community, to best serve important donor-facing engagement

### Salary

Salary Grade 16: \$ 73,520 - \$ 86,500

### Hours of Work

- This role is based on a standard 35 hour work week
- Western's core business hours are 8:30am - 4:30pm
- Western offers flexibility in hours of work, and through personal days and caregiving days. This enables staff to care for a sick child or an aging parent, attend medical appointments, or even tend to an important home repair

### Length of Appointment

Regular, Full- Time

### Vacation Entitlement

At the rate of 1.25 working days for each completed calendar month (15 working days per year plus two Personal Days per year). In addition, the University will designate up to three additional days off during the end of year holiday period.

### Pension Eligibility

Western's pension plan is among the most valuable benefits of working at Western. Details are available on the University web pages. [Pension Plan](#) →

## How to Apply

To apply for this vacancy, please visit the Western Careers page at [recruit.uwo.ca](https://recruit.uwo.ca) →

Once there you can locate this role by searching for **Job ID # 40656**

There you will need to click '**Apply for Job**' and register an account with the University's Careers application website.

The closing date for this position is **midnight on Thursday October 2, 2025.**

Interviews for this position are anticipated to take place the **October 14 & 15 & 16, 2025** with second round interviews to follow.