



Careers at Western Advancement

Candidate Information Pack

Stewardship Engagement Officer

JOB ID 40632

September 2025





Letter from Marian Johnson

Dear Candidate,

Thank you for your interest in the position of *Stewardship Engagement Officer* with the Donor Experience team at Western Advancement.

This is an exciting time to join us as we continue to grow and deepen our engagement with our donors, alumni, and supporters who help make our university's mission a reality. At Western, philanthropy is not just about dollars raised; it's about the people behind every gift, the stories that connect them to our mission, and the lifelong relationships we nurture through engagement, recognition and impact.

The Donor Experience team is focused on delivering best-in-class stewardship that celebrates the generosity of our supporters, inspires continued support and trust in our university, and reflects the values of integrity, collaboration, accountability, respect and excellence. As Stewardship Engagement Officer, you will play a key role in making that happen. You will be responsible for the creation and delivery of high-impact stewardship, recognition and donor experiences – from thoughtful reporting and storytelling to meaningful recognition through signage and celebrations. Whether designing or executing recognition projects or impactful donor communications that highlight the impact of giving, your work will help shape the experience of our donors and celebrate the impact of their generosity in support of Western.

We're looking for someone who brings creativity, excellent communication skills, strong project leadership, and a deep sense of accountability to the work. This is a highly collaborative role, requiring close partnership with colleagues across Advancement and the wider university, and one that thrives on thoughtful execution and attention to detail to support exceptional donor experiences.

If you are excited by the prospect of helping advance a culture of philanthropy and gratitude at our university, I encourage you to apply and look forward to learning more about what you can bring to our team.

Warm regards,

Marian Johnson,
Executive Director, Donor Experience

The Position

The Stewardship Engagement Officer plays a pivotal role on the Donor Experience team within the Department of Development. The role is responsible for supporting the full scope of stewardship and donor relations activities within their portfolio related to the design, development, implementation, management and evaluation of meaningful and inspired stewardship, recognition and donor relations activities.

The Stewardship Engagement Officer supports efforts to engage, recognize and retain donors and friends by fostering their philanthropic interest and commitment. The role also contributes to strengthening the university's relationship with prospects, volunteers and alumni.

Working with colleagues within their portfolio, across University Advancement and throughout the wider university community, the Stewardship Engagement Officer ensures timely and thoughtful donor communications, reporting and recognition. The role contributes to the development of strong and lasting relationships by helping implement consistent, transparent and sustainable stewardship practices. They support the design, implementation, management and evaluation of stewardship strategies, plans, and activities that are essential to sustaining philanthropic support for the University. Their work is grounded in a commitment to accountability, appreciation, and a shared culture of philanthropy and gratitude at Western.



Western Advancement

Across three departments—**Alumni Relations, Development** and **Advancement Operations**—Western Advancement works to build lasting connections between graduates and their alma mater, engage a growing community of donors and nurture opportunities for them to realize their personal, professional and philanthropic goals through the University.

By joining our dynamic, highly collaborative and diversely skilled team, you'll play a vital role in helping Western make a meaningful difference in the world as you amplify the University's impact today—and for generations to come.

Vision

To inspire lasting impact through meaningful philanthropy and lifelong connections.

Mission

We believe in the transformative power of higher education and research. We advance Western's impact by building global connections that inspire philanthropy and lifelong community.

I-CARE

At Western Advancement, our work is rooted in the unwavering values represented by I-CARE:



Integrity



Collaboration



Accountability



Respect



Excellence



About Our Team

With a growing team of over **100 staff members**, Western Advancement is an energetic, team-oriented and inspiring workplace committed to advancing Western's global impact.

Together, the Western Advancement team represents diverse backgrounds and a broad spectrum of skill sets. We recognize the valuable impact that this diversity, difference and mutual understanding have on strengthening our team and enriching the work we do every day.

A values-driven division, Western Advancement puts people first. Through recognition initiatives, we remind our staff of the significant impact their contributions have on our collective success, while staff engagement committees spark their creativity and collaboration to shape the culture of our workplace.

If you're looking to grow your career in a place where your work is valued, your voice is heard and your impact is felt—Western Advancement is the place for you!





- Donors receive accurate, transparent, and meaningful reporting and documentation that demonstrates impact and reinforces trust in Western's stewardship practices.
- Donors are engaged through thoughtful, personalized stewardship experiences that deepen connection, inspire continued giving, and elevate the donor journey at Western.
- Internal partnerships are strengthened, and donors experience coordinated, responsive, and values-aligned stewardship across the institution.

Gift Agreements, Reporting & Compliance

- Draft and review gift, grant, and sponsorship agreements, ranging from simple to complex, in consultation with appropriate colleagues to ensure compliance with CRA guidelines and donor intent.
- Collaborate with Advancement Operations to access, analyze, and interpret data in support of stewardship and donor recognition planning.
- Prepare and coordinate customized impact reports, including financial data and storytelling, ensuring alignment with gift documentation and compliance requirements.
- Address and resolve gift compliance issues; coordinate due diligence processes for prominent donors to ensure reputational protection.

Stewardship Planning & Donor Communications

- Contribute to the design, implementation, and evaluation of personalized stewardship and donor experience plans in collaboration with Development colleagues.
- Support the development and delivery of stewardship materials including thank-you letters, celebration communications, and acknowledgment packages sent from fundraisers and senior leaders.

Key Accountabilities

Donor Recognition & Naming Programs

- Support the development and delivery of donor recognition initiatives, including signage, naming opportunities, donor walls, and commemorative items.
- Manage the university's inventory and approval process for all naming opportunities and ensure adherence to internal policies, precedents, and procedures.
- Prepare approval submissions and collaborate with Western Communications, Facilities Management and external vendors, as appropriate, to design, install, and maintain donor signage and recognition pieces.
- Develop and maintain donor recognition lists as required; coordinate updates to donor walls and other displays.

Key Outcomes

- Donors are recognized in meaningful, timely, and visible ways that reflect Western's values and contribute to donor pride, satisfaction, and continued engagement.

Key Accountabilities

Stewardship Planning & Donor Communications (Continued)

- Collaborate with Western Communications to develop stewardship content (e.g. stories, features) that reinforces the impact of giving and donor engagement.
- Support planning and execution of donor stewardship activities.
- Support large-scale recognition events by preparing stewardship materials and background information.

Cross- Campus Collaboration & Relationship Management

- Collaborate regularly with colleagues across University Advancement, Faculties, and key administrative units (e.g.Registrar, Facilities, Communications) to align donor stewardship and recognition efforts with fundraising priorities.
- Respond to donor and staff inquiries, recommend stewardship and cultivation activities, and participate in donor strategies where appropriate.
- Support stewardship-related components of university events and gift announcements; prepare speaking notes and briefing materials as needed.





Person Specification

Professional Qualifications & Education

- Undergraduate Degree; In a Communications related discipline such as English and/or Writing, Masters of Library and Information Sciences, Business Administration, Marketing, Public Relations

Experience

- Five years' experience in donor relations and stewardship, including the preparation of written stewardship reports and other related communications (e.g. correspondence and donation, grant or sponsorship agreements or contracts)
- Experience fundraising in a University or other complex non-profit environment

Knowledge, Skills, & Ability

- Ability to collaborate and develop credible relationships with a wide variety of individuals
- Oral and written communication skills with an emphasis on agreements, reports and acknowledgments
- Ability to work in a manner that models best practices in confidentiality standards
- Cross-cultural competency with an ability to interact and work effectively with people from different cultures and backgrounds
- Self-driven, critical thinker who is highly skilled at anticipating and resolving stakeholder relation issues
- Ability to make decisions and recommendations that are clearly linked to the organization's strategy and goals
- Commitment to ongoing professional development with a desire to take on new challenges
- Discretion, tact and maturity to deal with public relations issues related to higher education
- Ability to remain highly motivated, resilient, innovative, and collaborative when faced with challenges
- Ability to apply regulations or professional standards to own work
- Ability to work within a flexible schedule to accommodate the University's events and activities as required
- Problem solving skills and sound professional judgment, especially regarding confidential/sensitive matters
- Proven ability and natural inclination to develop relationships by interacting with people in a professional, respectful and diplomatic manner
- Advanced computer skills in Microsoft Office Suite and Adobe InDesign and Adobe Professional
- Familiarity with best practices in records maintenance and with charitable sector and fundraising databases



Terms and Conditions

Location

1151 Richmond St, London, ON N6A 3K7

* 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 15: \$ 69,180- \$ 81,370

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

3 year temporary contract

Vacation Entitlement

At the rate of 1.25 working days for each completed calendar month (15 working days per year). The University will designate up to a maximum of three additional days off during the end of year holiday period.

PMA Eligible members are also eligible for 2 Personal Days and 3 Caregiving days per calendar year to attend to urgent or critical health needs of their family members.

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](#) →

Flexi Credits

Eligible members have \$2,000 in credits that may be allocated annually to a Health Care Spending Account and/or Professional Expense Reimbursement.

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 →

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 →

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 →



How to Apply

To apply for this vacancy, please visit the Western Careers page at recruit.uwo.ca →

Once there you can locate this role by searching for **Job ID # 40632**

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 **Tuesday, September 23, 2025.**

Interviews for this position are anticipated to take place on the week commencing **October 30, 2025.**

