



Careers at Western Advancement

Candidate Information Pack

Development Officer • Job ID 38646

April 2025



Letter from Karen Bertrand



Dear Candidate,

Thank you for your interest in the *Development Officer* position at Western University. We are thrilled to welcome talented and passionate professionals like you to join our team and contribute to an institution committed to excellence, collaboration, and innovation.

This is an exciting time to be joining us! We have big plans, and our team is growing in preparation for the journey ahead. We are currently searching for three Development Officers for the Faculty of Engineering, Schulich School of Medicine & Dentistry and in Leadership Giving.

As a Development Officer, you will play a role in advancing our mission by building strong relationships with alumni, donors, and stakeholders. Your passion for philanthropy and your ability to connect with others will be instrumental in driving our fundraising efforts to secure resources that will help us achieve fundraising priority goals.

We believe in the importance of cultivating a supportive and inclusive work environment where professional growth is encouraged, and new ideas are celebrated. You will be working alongside passionate colleagues who are equally committed to the university's mission.

The Development Officer role offers an exciting opportunity to make a significant impact and help shape the future of higher education at Western. We are looking for candidates to join us who are driven, ambitious, and share our dedication to fostering a culture of collaboration and respect. If you are ready to take the next step in your career and make a difference in the lives of our students and the broader Western community, we can't wait to hear from you.

Thank you once again for considering this opportunity be part of our vibrant Advancement team. We look forward to learning more about you.

Best Wishes,

A handwritten signature in blue ink, appearing to read 'K. Bertrand', enclosed within a light blue oval shape.

Karen Bertrand, CFRE
Vice-President (University Advancement)

The Positions

The Development Officer is responsible for supporting the full scope of development activities within their portfolio, relating to the discovery, cultivation, solicitation, recognition and stewardship of a portfolio of prospects and donors. The incumbent will work with development colleagues to create, implement, evaluate and manage effective, innovative fundraising strategies, which match the University's academic objectives and financial needs with the highest philanthropic aspirations of donors.

We are currently looking to recruit three Development Officers for The Schulich School of Medicine & Dentistry, the Faculty of Engineering and Leadership Giving.

Schulich School Medicine & Dentistry

The Schulich School of Medicine & Dentistry at Western University has a long tradition of excellence, beginning with founding of the medical school in 1881 and continuing with the formation of the dental school in 1964. Its reputation has been built by dedicated teachers, breakthrough discoveries, commitment to social responsibility and its affinity for strategic partnerships.

Today, Schulich Medicine & Dentistry is a leading Canadian Centre of outstanding education and research shaping health care for the next generation. As the Development Officer at Schulich, you will be joining a supportive fundraising team who encourage collaboration and growth. This role is perfect for someone who is willing to learn and is excited about the immense opportunities that lay ahead of them.

Faculty of Engineering

This role offers a unique opportunity to contribute to a faculty that is shaping the future of innovation and global impact. Western Engineering is home to some of the brightest minds working to solve the world's most pressing challenges—from sustainability and climate change to advanced technologies and public infrastructure. This is a chance to directly support a faculty that empowers students to become globally minded problem-solvers, committed to advancing science, technology, and the public good.

As Development Officer, you'll play a vital role in connecting the philanthropic vision of donors with the bold ambitions of Western Engineering. You will help cultivate meaningful relationships and build strategic fundraising initiatives that fuel groundbreaking research, re-imagined learning experiences, and the development of tomorrow's engineering leaders. If you're passionate about making a difference and inspired by innovation, this role offers the perfect intersection of purpose, people, and progress.

Leadership Giving

With the creation of our new University-Wide Development team, members will work to support and provide service across the university to seek financial support and enhance Western's mission and impact.

As Development Officer, Leadership Giving you will be an essential member of an extensive network of fundraising professionals working across our university and will be joining a supportive team that values collaboration and excellence. In this unique role you will have the opportunity to foster relationships with alumni, friends and donors through meaningful engagement designed to facilitate lifelong relationships with Western University and inspire philanthropic giving from donors who have the capacity to give leadership level gifts of up to \$50,000 on an annual basis.

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!



Role Accountabilities

- Develops and implements strategies and comprehensive campaign plans to maximize fundraising support to achieve annual fundraising goals
- Develops, manages and implements a fundraising plan for a group of prospects within their portfolio to achieve annual fundraising goals of at least \$500,000
- Achieves a minimum of 120 intentional and purposeful calls annually with a focus on pipeline building and key cultivations and solicitations at the leadership and major gift levels
- Successfully solicits 12-15 gifts annually, with a focus on major gift levels
- In partnership with Western Advancement leaders and colleagues, develops impactful giving opportunities at various giving levels (e.g. Leadership Giving, Major Giving), and develops and executes fundraising plans and projects
- Assists in building major gift pipeline by actively qualifying and cultivating leadership level donors
- Ensures strong alignment of their portfolio's fundraising activities with the mission and vision of the department and of the University
- Ensures information related to donors/prospects is maintained on the Western Advancement database (i.e. BBCRM)
- Maintains awareness of fundraising trends and best practices and brings forth ideas and recommendations to enhance existing strategies and processes

Person Specification

Professional Qualifications & Education

- Undergraduate Degree

Experience

- 3 years (min) experience in fundraising or similar revenue-generating role
- 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 proposal development and delivering presentations
- Ability to work in a manner that models best practices in confidentiality standards
- 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
- Ambitious with the ability to identify opportunities, develop action plans and set
- Ability to work within a flexible schedule to accommodate the University's events and activities
- Intermediate computer skills in Microsoft Office Suite



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

Regular, Full-Time

Vacation Entitlement

In the first two years at the rate of 1.25 working days for each completed calendar month of continuous regular full-time employment (15 working days per year). Upon completion of two full years of continuous regular full-time employment, at the rate of 1.67 working days per month (20 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](#) →

Flex 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 # 38646**

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 **Saturday, May 24, 2025.**

Interviews for this position are anticipated to take place the **week of June 9, 2025.**

Please contact ua.humanresources@uwo.ca if you have any queries about this position.