



Careers at Western Advancement

Candidate Information Pack

Director of Development,
Faculty of Science • Job ID 38002

April 2025



Letter from **Matt Davison & Heather Thomas**



Dear Prospective Candidate,

Thank you for your interest in the opportunity to join Western University's Advancement team as the next Director of Development for the Faculty of Science. If you're a dynamic, forward-thinking professional ready to make a big impact at one of Canada's top universities—keep reading, because this could be the perfect next step in your journey.

At Western, we don't just talk about innovation—we live it. The Faculty of Science is a powerhouse of discovery, creativity, and big ideas. As the Director of Development, you'll help fuel that momentum by connecting passionate donors with game-changing initiatives. From breakthrough research to world-class education, the work you support will have a lasting impact - in our communities and around the globe.

No need to be a scientist - we're looking for a fundraising pro with a proven track record in securing major and complex gifts. You've got strong strategic instincts, you build authentic relationships with ease, and you lead with both heart and purpose. If that sounds like you, we're excited to meet you.

At Western, we take pride in fostering a culture of collaboration, innovation, and continuous growth. Within Advancement, we have built a culture of respect, creativity, and shared success—and we can't wait to welcome someone who's as energized about the future as we are.

Thanks again for your interest. We're looking forward to learning more about you and exploring the incredible possibilities ahead.

Warm regards,

Matt Davison

H Thomas

Matt Davison &
Dean, Faculty of Science

Heather Thomas
Managing Director (Faculty Development)

The Position

The Director of Development, Faculty of Science plays a key role on the Development Team. The Director will lead and participate in the full scope of development activities, relating to the discovery, cultivation, solicitation, recognition and stewardship of a portfolio of prospects and donors to the University. The role will design, develop, implement, evaluate and manage effective, innovative and transformational fundraising strategies which support the goals of the Faculty and the Faculties and Divisions team. The role will manage and develop professionals working across alumni relations and development, and actively participate in raising philanthropic support for Western's Faculty of Science in cooperation with and, where appropriate, for other Western units. They will ensure efforts are focused and coordinated to meet the deliverables of fundraising priorities and that progress is continual towards meeting multi-year goals.

The role will be responsible for significantly increasing and diversifying revenue to the university and will design, develop, implement, evaluate and manage fundraising strategies as part of an overall development process which matches the Faculty's and the University's objectives and financial needs with the highest philanthropic aspirations of donors who have the capacity to make significant gifts.

The Director of Development reports jointly to the Managing Director (Faculty Development) and the Dean, Faculty of Science, and interacts and works closely with faculty and administrative offices to develop and implement cultivation and solicitation strategies to support their programs.



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.

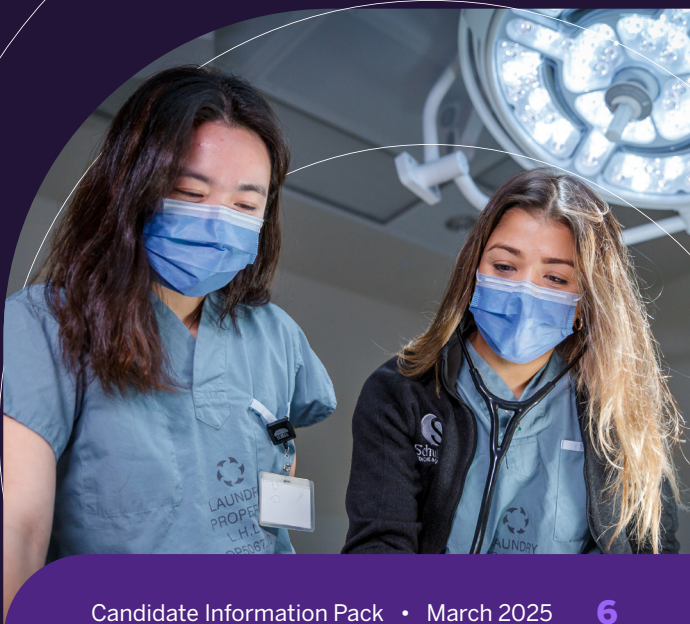
A values-driven division, Western Advancement puts people first. Through recognition initiatives, we remind our staff of the significant impact their contributions have on our collective success, while staff engagement committees spark their creativity and collaboration to shape the culture of our workplace.

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!



Organizational Chart

Faculty of Science





Role Accountabilities

- Oversees and directs the development of a multi-year strategy to reach annual and long-term fundraising goals, outlining the fundraising objectives and activities to meet fundraising goals
- Formulates a strategic framework and annual plan for the successful realization of specific annual fundraising financial goals
- Develops, manages and maintains an assigned portfolio of prospects, which span individuals, corporations, and foundations to build a pipeline of 10-15 solicitations per year and achieve \$1-3 million in financial targets annually
- Assumes responsibility for cultivating support from donors individually and/or in collaboration with the Managing Director, Dean and Senior Academic Leaders
- Conducts approximately 95 personal visits annually to support fundraising targets; provides input into briefing notes and completes call reports for all meetings
- Ensures ongoing development of a robust pipeline to support annual fundraising targets and sustainable growth
- Develops and implements strategies and comprehensive campaign plans to maximize fundraising support
- Ensures strong alignment of fundraising activities with the mission and vision of the Faculty and the University
- Develops strategies to maximize fundraising support, and to identify prospective donors for fundraising initiatives
- Achieves an annual target of intentional and purposeful calls with a focus on pipeline building and key cultivations and solicitations at the leadership, major and principal gift levels
- Supports calls with the Dean and Senior Academic Leaders across the portfolio annually
- Successfully solicits an annual target of gifts, with a focus on major and principal gift levels, and confirms new legacy gift expectancies
- Works closely with University Advancement leaders to ensure the annual calendar of events provides opportunity for donor and prospect engagement
- Designs and manages effective and inspirational stewardship plans for donors within their mandate in collaboration with Donor Relations and Stewardship
- Leads development professionals to mobilize philanthropy in support of the Faculty's and University's overall fundraising goals
- Engages in day-to-day management and coaching of development professionals reporting to this position, including performance management and annual performance review
- With the Executive Director, develops strategies for managing key volunteers including those who are assisting in the cultivation and solicitation of prospective donors
- Guides and supports volunteers in the task of cultivating and soliciting assigned principal gifts prospects and, as appropriate, participates in the execution of these initiatives



Role Accountabilities continued

- Works closely with the Alumni Relations team to ensure alumni programs and donor/prospect relationships to extend the University's connection to alumni worldwide and to support the faculty's fund development and educational program goals and objectives
- Ensures due diligence when identifying prospects by clearing these names through the Prospect Clearance process, and ensures the advancement database is maintained on a consistent basis
- Directs the design of reports which effectively present pertinent information for internal and external audiences
- Conducts analysis of Canadian, American, and International private sector trends to uncover new opportunities to extend fundraising activities
- Represents the University and the Faculty of Science in a professional, appropriate, informed and consistent manner
- Maintains awareness of internal and external communications priorities, including any controversial topics, as pertains both to the University and to the Faculty of Science



Person Specification

Professional Qualifications & Education

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

Experience

- 8 years' experience securing six and seven-figure financial agreements within the private sector or similar levels of major gifts in the charitable sector
- Demonstrated experience leading a team towards revenue targets
- Experience leading a fundraising, or revenue generating, portfolio towards multimillion dollar targets

Knowledge, Skills, & Ability

- Ability to effectively collaborate in the achievement of a revenue generating fundraising campaign and realize target in an academic setting
- Demonstrated oral and written communication skills with an emphasis on proposal development and presentation to internal and external contacts
- Strong project management skills and the ability to simultaneously 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
- Ability to effectively manage activities carried out individually and by others
- 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
- Emotional Intelligence (to ensure own work-life balance and good collegial relationships are maintained)
- Demonstrated commitment to ongoing learning and professional development to stay informed about fundraising initiatives and the unit's missions and objectives
- Results-oriented with an ability to handle many tasks and maintain a high level of individual and team performance



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 commensurate with experience

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](#) →

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 # 38002**

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 **Wednesday May 21, 2025.**

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