



Careers at Western Advancement

Candidate Information Pack

Senior Development Officer •
Job ID 38649

April 2025



Letter from **Karen Bertrand**



Dear Candidate,

Thank you for considering the opportunity to join us as Senior Development Officer. This is truly an exciting time for Western Advancement, and I'm delighted you're exploring how you might be part of this next chapter.

We are preparing for a bold transformation, and our Western Advancement team is leading the charge. To ensure we can meet this moment and fully realize our goals, we're expanding our team of Senior Development Officers—individuals who are collaborative, motivated and experienced in navigating complex fundraising environments, and energized by this rare opportunity to shape what comes next.

As a Senior Development Officer, you are central to Western's fundraising efforts. You will collaborate with senior leadership and academic partners to bring ambitious projects to life for one of Canada's top universities—from advancing research and enhancing student experiences to enriching academic programs and enabling capital projects that transform our campus. You'll build and maintain relationships with donors, alumni and the community and help connect their passions with opportunities to make a lasting difference at Western.

No matter which portfolio you lead, you'll also be part of a passionate team that believes professional growth and shared purpose are key to making a real impact. At Western Advancement, we've cultivated a supportive and inclusive work environment where collaboration and creativity are celebrated, and you're encouraged to think critically and strategically to address challenges and seize opportunities.

If you're an experienced fundraiser with a proven track record in major gifts and someone who thrives on collaboration, relationship-building and creating measurable results, I encourage you to apply for this Senior Development Officer role.

Best Wishes,

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

Karen Bertrand, CFRE
Vice-President, University Advancement

The Positions

The Senior Development Officer (SDO) is a key position in the department of Development and plays a pivotal role in helping the University meet and exceed funding priorities and goals. The SDO is responsible for 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 role will design, develop, implement, evaluate and manage effective, innovative and transformational fundraising strategies supporting the goals of Western.

Western Advancement is currently looking to recruit for a number of different Senior Development Officers who will support;

The Faculty of Engineering

The Senior Development Officer, Engineering plays a pivotal role in advancing the philanthropic priorities of Western's Faculty of Engineering—one of Canada's leading engineering schools, known for its innovation, research excellence and impact on society.

Working closely with faculty leadership and Advancement colleagues, the Senior Development Officer will identify, cultivate, solicit and steward a portfolio of major gift prospects. The role contributes to initiatives across a wide range of strategic focus areas, including biomedical technologies, innovative materials, sustainability, artificial intelligence and beyond.

This is an opportunity to support bold ideas and transformative projects while building meaningful relationships with alumni, industry leaders and donors who share a vision for engineering a better future. The successful candidate will bring strong relationship-building skills, strategic thinking and a passion for connecting people to purpose.

Research Institutes

The Senior Development Officer, Research Institutes supports fundraising for a range of interdisciplinary institutes at Western, where research and innovation are coming together to tackle complex global challenges.

Working in partnership with institute directors, faculty members and Advancement colleagues, the Senior Development Officer will identify, cultivate, solicit and steward major gift prospects in support of research initiatives that span multiple faculties. These projects include areas such as health, neuroscience, data science, and environmental sustainability and focus on nationally recognized institutes such as the Bone and Joint Institute or the Centre for Brain and Mind.

This role offers a unique opportunity to fundraise at the intersection of disciplines, connecting donors with research shaping the future. The ideal candidate will be adept at navigating complex academic environments, building trust across units and translating research priorities into compelling philanthropic opportunities.

Toronto

The Senior Development Officer, Toronto will play a vital role in strengthening Western's presence in Toronto and across the Greater Toronto Area—home to more than 98,000 Western alumni and a critical hub for future philanthropic growth.

As a key member of the Advancement team, the Senior Development Officer will be responsible for identifying, cultivating, soliciting and stewarding major gift prospects within the Toronto region. In this geography-based role, the SDO will build relationships with alumni and donors from across all faculties, career paths and backgrounds, aligning their interests with the University's strategic priorities.

This is a remote position based in Toronto, with regular travel to campus for key meetings and team engagement. The successful candidate will be deeply familiar with the Toronto landscape, and bring strong relationship-building skills, self-direction and a collaborative spirit to help Western grow its impact in one of Canada's most dynamic philanthropic communities.

Positions continued

Advancement

The Senior Development Officer, Advancement is a strategic role designed to support key institutional priorities and time-sensitive fundraising needs across Western. Rather than being permanently tied to a single faculty or unit, the Senior Development Officer will be assigned to focused portfolios—such as a significant capital project, high-priority faculty or new University-wide initiative—where philanthropic momentum and strategic opportunity are aligned.

Each assignment is expected to be immersive, allowing the Senior Development Officer to build meaningful relationships, lead major gift activity and contribute deeply to the success of the area they are supporting. Over time, the specific focus may shift based on institutional needs, providing opportunities for the individual to bring their skills to new challenges and continue growing within the organization.

This role is well-suited to a fundraiser who values impact, adaptability and the chance to contribute to high-profile initiatives that help shape the future of Western.

Entrepreneurship

The Senior Development Officer, Entrepreneurship supports one of Western's most dynamic and high-profile strategic priorities: embedding entrepreneurial thinking across all disciplines and programs.

This newly created role will lead major gift activity in support of Western's thriving entrepreneurship ecosystem, including initiatives connected to the Ronald D. Schmeichel Building for Entrepreneurship and Innovation and the Morrisette Institute for Entrepreneurship. These opportunities are designed to empower students, accelerate ventures and strengthen Canada's innovation landscape.

The Senior Development Officer will work closely with Advancement colleagues and academic partners

to identify, cultivate, solicit and steward major gift prospects who are passionate about innovation, education and real-world impact. This is an exciting opportunity to help students turn their bold ideas into real-world impact and strengthen the University's growing leadership in entrepreneurial education.

University-Wide

The Senior Development Officer, University-Wide supports high-impact fundraising initiatives that extend beyond any one faculty, supporting some of Western's most ambitious, cross-cutting priorities and projects.

As part of a centrally positioned team, the Senior Development Officer will lead major gift strategies in collaboration with academic and administrative leaders, as well as Advancement colleagues across campus. The work will focus on initiatives that require coordination and alignment across disciplines—driving support for efforts that reflect Western's overall institutional vision, values and long-term impact.

This is an exciting opportunity for a strategic, relationship-focused fundraiser who is energized by institution-wide influence, thrives in complex environments and brings a collaborative mindset to building strong partnerships in support of Western's evolving goals.



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, maintains, and secures support from an extensive portfolio of prospects, which span individuals and organizations
- Manages an individual portfolio of prospects to raise \$1 to \$2 million in pledges annually
- Achieves a minimum of 120 intentional and purposeful calls annually with a focus on pipeline building and key cultivations and solicitations at the leadership, major and principal gift levels
- Successfully solicits a minimum of 12-15 gifts annually, with a focus on major and principal gift levels, and confirms 2-5 new legacy gift expectancies
- Provides input into briefing notes and completes call reports for all meetings
- Formulates a strategic framework and annual plan for the successful realization of specific annual fundraising financial goals

- Meets annual development goals in alignment with peer development professionals across campus
- Supports the strategic engagement of volunteers and alumni on development initiatives
- Ensures strong alignment of their portfolio's fundraising priorities with the mission and vision of the department and the overall University
- Designs and manages effective and inspirational stewardship plans for donors within their mandate in strong collaboration with Donor Relations and Stewardship
- Develops very strong, respectful, collaborative working relationships with colleagues in all Faculties, Alumni Relations, Development, Advancement Operations and Western Communications to ensure smooth and successful delivery and coordination of fundraising and communications activities
- Ensures the CRM is maintained on a consistent basis through timely entry of activity information
- Participates as a full member within the Department of 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 →

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 →





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 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

3 year contract with benefits

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 →

Once there you can locate this role by searching for **Job ID # 38649**

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.**