



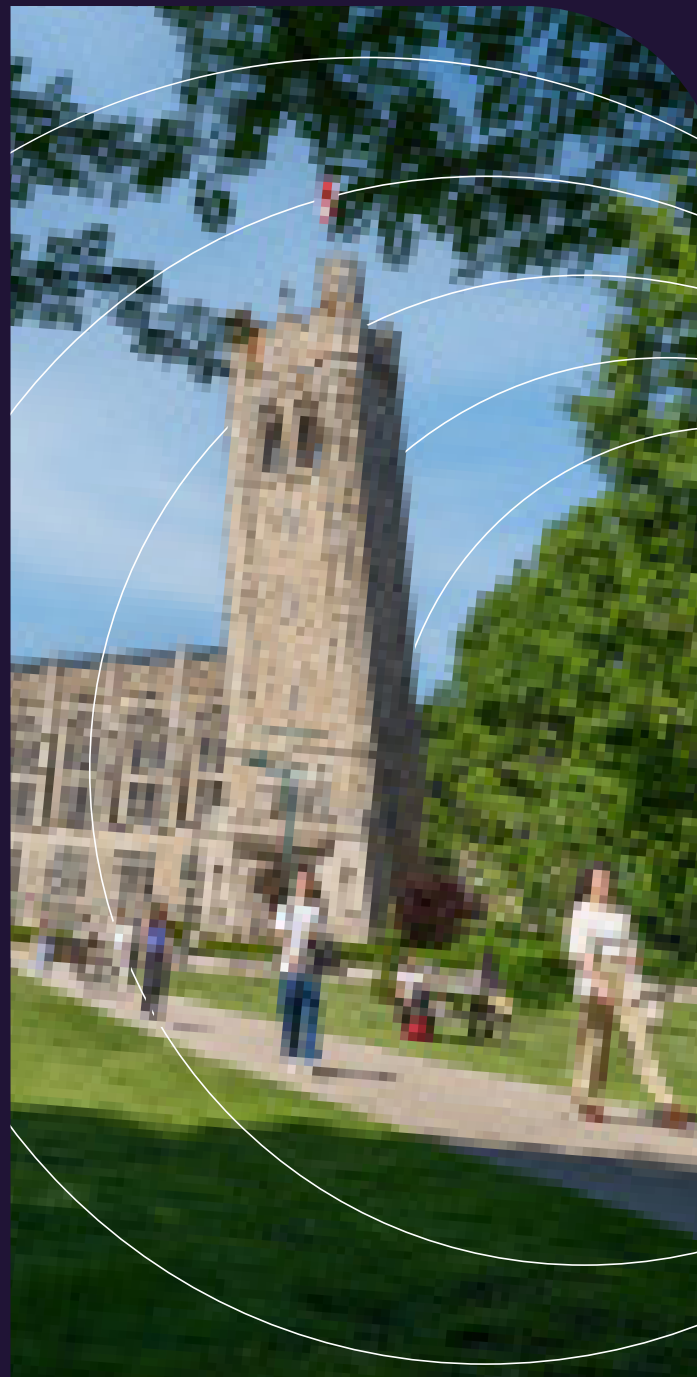
Careers at Western Advancement

Candidate Information Pack

Web Developer

JOB ID 40980

November 2025



The Position

The Web Developer will play a key role in supporting the University's Advancement activities by designing, building, and maintaining engaging and accessible web experiences. Working with Advancement colleagues and campus partners, the Web Developer will translate ideas into effective digital solutions, providing thoughtful recommendations and technical expertise to enhance user experience and engagement.

Focused on front-end development, the role will create user-friendly websites, landing pages, and HTML-based email campaigns

The role will develop and maintain accessible, branded web pages, sites, and digital communications that enhance user experience and engagement, while applying analytics and integrations to ensure continuous improvement. Through collaborative service, the Web Developer will strengthen Advancement's digital presence and contribute to meaningful alumni, donor, and community connections.



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!





Key Accountabilities

- Develops, designs, and maintains accessible and user-friendly websites, landing pages, and digital content in alignment with Western's brand and Advancement campaign goals
- Builds, tests, and refines HTML-based email campaigns and digital forms to support alumni engagement, fundraising, and donor initiatives
- Ensures all web content and digital communications are AODA compliant and optimized for performance across platforms and devices
- Collaborates with Advancement colleagues to translate ideas into effective digital solutions that enhance user experience and engagement
- Provides creative and technical recommendations, offering alternative approaches when needed to ensure usability, accessibility, and adherence to best practices
- Applies design thinking to support intuitive navigation, mobile responsiveness, and clear information architecture
- Implements and monitors website and campaign analytics to assess performance, engagement, and accessibility
- Uses data insights to inform design and functionality improvements, ensuring continuous optimization of Advancement's digital presence
- Contributes to the development and maintenance of documentation, standards, and guidelines for web projects
- Partners with Advancement teams (e.g., Alumni Relations, Development) to deliver timely and effective digital solutions
- Provides thoughtful, client-focused service, guiding stakeholders in understanding technical possibilities and constraints
- Fosters strong collaborative relationships within Advancement Operations and across Western to support shared digital engagement goals
- Supports the implementation of new tools, platforms, and integrations (e.g., WordPress, APIs, digital fundraising solutions) that enhance Advancement's online engagement capacity
- Stays current with web development trends and accessibility standards, introducing improvements that align with Western's commitment to innovation and inclusion



Person Specification

Professional Qualifications & Education

- Undergraduate Degree in Computer Programming, Computer Systems, Information Management,

Information Technology or Business Information Systems.

Experience

- 2 years' experience in programming, web and content management experience (preferably in an academic environment)
- Experience designing, developing, and maintaining websites within content management systems (e.g., WordPress)
- Experience developing and coding HTML-based emails, with attention to cross-platform compatibility and accessibility
- Experience managing large-scale web design projects (*preferred*)

Knowledge, Skills, & Ability

- Demonstrated knowledge of front-end web development, including strong proficiency in HTML, CSS, JavaScript, and responsive design frameworks (e.g., Bootstrap)
- Knowledge of accessibility standards (AODA/WCAG) and ability to create inclusive, compliant digital experiences
- Understanding of user experience (UX) and user interface (UI) principles, with ability to translate ideas into intuitive, visually engaging digital designs
- Ability to adapt to change and master new technical and organization concepts and processes and to apply creativity, innovation and resourcefulness to daily work
- Excellent communication skills to effectively interact with technical and non-technical users
- Familiarity with analytics tools (e.g., Google Analytics) and ability to use data to inform digital improvements and measure campaign effectiveness
- Knowledge of APIs and web integrations, with ability to apply these tools to enhance functionality and user engagement
- Strong client service skills, with ability to build trust, provide thoughtful recommendations, and guide stakeholders in making effective digital choices
- Excellent organizational and time management skills, with the ability to manage multiple projects, prioritize work, and meet deadlines in a fast-paced environment
- Ability to work independently and collaboratively as part of a team, contributing to Advancement's shared goals and maintaining positive working relationships across campus



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 13: \$ 61,250 \$ 72,020

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](#) →

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 # 40980**

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, November 19, 2025.**

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

