



Careers at Western Advancement

Candidate Information Pack

Development Officer,
Faculty of Science

JOB ID 41828

February 2026





Letter from Shawna Ferguson

Dear Prospective Candidate,

Thank you for your interest in the Development Officer position with the Faculty of Science at Western University.

At Western, we see philanthropy as a catalyst for positive change. By joining our Advancement team, you'll become part of a supportive community of professionals who are passionate about building meaningful relationships and helping donors create real impact. Together, our work fuels discovery, inspires teaching, and empowers the next generation of scientific leaders.

The Faculty of Science is a place where curiosity and collaboration thrive. From cutting-edge research to life-changing student opportunities, the work we do matters—and as a Development Officer, you'll play a key role in making it possible. Whether it's connecting donors to scholarships, supporting innovative research, or driving community outreach, your efforts will help shape a brighter future.

You'll be working alongside dedicated colleagues, faculty members, and alumni who are united by a shared vision: harnessing the power of science to improve lives. In this role, you'll have the opportunity to build strong relationships, design meaningful giving opportunities, and make a lasting impact through our campaigns.

If you're excited by the idea of combining strategy, purpose, and the chance to make a real difference, we would love to hear from you. We're eager to learn more about your story and the unique strengths you'll bring to our team.

Best Wishes,

Shawna Ferguson

Shawna Ferguson
Director of Development, Faculty of Science
Western Advancement

The Position

The Development Officer is responsible for supporting the full scope of development activities within the Faculty of Science, 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 Faculty's and the University's academic objectives and financial needs with the highest philanthropic aspirations of donors. The Development Officer will plan and execute campaign activities via digital channels (e.g. Zoom), phone, email and in-person, to strengthen donor loyalty in support of revenue and engagement strategies, which financially support the activities of the Faculty.

The Development Officer will work with development colleagues to create and implement fundraising strategies.

The Faculty of Science at Western University is proud of our inspiring educators, creative researchers, brilliant scientists-in-training, exceptional alumni and dedicated staff. We make fundamental discoveries and collaborate with world-leading partners in areas ranging from materials science to meteor physics to animal behaviour to financial modelling, driving innovation for over a hundred years. We train Canada's next generation of scientific leaders in foundational knowledge, professional skills, and unique interdisciplinary 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

All in.

A grand collaboration
for Canada and the world



All in is the largest campaign in Western's history, harnessing the talent, imagination and resources of our global community to build a better future for Canada and the world.



As a member of our Advancement team, you'll be at the heart of this movement — helping to mobilize the talent, imagination, and generosity of Western's global community.

Together, we'll raise \$1 billion to advance life-changing research, enhance the student experience, and create learning environments that foster innovation, inclusion, and collaboration. This campaign is about meeting the moment and ensuring Western remains a place where bold ideas thrive and make an impact that lasts generations.

There's never been a more exciting time to be part of Western Advancement. Joining us now means helping to shape the story of the *All in* Campaign from the ground up — building connections, inspiring philanthropy, and championing the ideas that will define the future.

Over the course of the campaign we will:

raise

\$1 billion

to fuel transformational research, innovation, learning and student experience

inspire

185,000

alumni to connect with us as volunteers, donors, advocates and champions

create over

1.5 million

meaningful interactions worldwide



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

- Under the direction of the Director of Development, 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
 - Develops strategies to maximize fundraising support, and to identify prospective donors for fundraising initiatives
 - 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 the Director of Development, Science and Western Advancement colleagues, develops impactful giving opportunities at various giving levels (e.g. Leadership Giving, Major Giving), and develops and executes fundraising plans and projects
 - Manages the cultivation, solicitation and stewardship of donors, and conducts related research to identify donors as appropriate
 - Assists in building major gift pipeline by actively
 - qualifying and cultivating leadership level donors
- Coordinates and develops individual donor strategies to maximize giving revenue using the most current fundraising strategies for prospect identification, cultivation, solicitation, pledge fulfillment and stewardship
- Ensures strong alignment of their portfolio's fundraising activities with the mission and vision of the Faculty of Science and the overall University
- Maintains confidentiality of all donor and prospect information, and acts as a prospect manager through appropriate contact, information sharing and prospect clearing processes
 - Ensures information related to donors/prospects is maintained on the Western Advancement database (i.e. BBCRM)
- Supports the planning for campaign-related communication materials for the Faculty, and assists with ensuring they are accurate and up-to-date
- Generates data for reports that effectively present pertinent information for use by appropriate faculty and/or staff within their portfolio
- Maintains awareness of fundraising trends and best practices and brings forth ideas and recommendations to enhance existing strategies and processes
- Represents the University and their portfolio in a professional, appropriate, informed and consistent manner
- Remains up-to-date on relevant changes and maintains awareness of current internal communications, controversial topics and the University's position on issues in order to accurately represent them
- Participates as a full member within the Department of Development, representing the department internally and externally



Person Specification

Professional Qualifications & Education

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

Experience

- 3 years experience in fundraising or similar revenue - generating role
- Experience fundraising in a University or other complex non-profit environment

Knowledge, Skills, & Ability

- Familiarity with best practices in records maintenance
- Familiarity with charitable sector and fundraising databases
- Ability to effectively lead a fundraising or revenue-generating campaign and achieve targets
- Ability to collaborate and develop credible relationships with a wide variety of individuals
- Communication skills with the ability to converse with, write reports for, and deliver presentations to all levels of the organization
- 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
- 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
- Ambitious with the ability to identify opportunities, develop action plans and set challenging goals in order to achieve desired outcomes

Knowledge, Skills, & Ability

- Ability to remain highly motivated, resilient, innovative, and collaborative when faced with challenges
- Ability to work within a flexible schedule to accommodate the University's events and activities
- Intermediate computer skills in Microsoft Office Suite
- 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
- Ability to work independently and effectively as a member of the team to achieve department goals
- Willingness and ability to travel; must have a valid passport
- Familiarity with University policies and procedures preferred



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: \$70,560 - \$83,000

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. 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

Temporary Full time - 3 year contract

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

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 # 41828**

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 **March 6, 2026.**

First Round Interviews are tentatively scheduled for **March 17 & 18, 2026**

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

