



**UNIVERSITY OF WINDSOR
NOTICE OF SUBSTITUTE VACANCY
(For approximately one year)
C.U.P.E. LOCAL 1393**

<u>POSITION TITLE:</u>	Senior Development Officer (Based in the Greater Toronto Area – GTA*)
<u>CLASSIFICATION:</u>	Classification “VIII” per Schedule A of the collective agreement
<u>SALARY:</u>	\$108,877.82
<u>DEPARTMENT:</u>	Advancement & Alumni
<u>HOURS OF WORK:</u>	Monday to Friday 8:30am – 4:30pm

The University of Windsor is situated on the traditional territory of the Three Fires Confederacy of First Nations: the Ojibwa, the Odawa, and the Potawatomie. We respect the longstanding relationships with First Nations people in this place in the 100-mile Windsor-Essex peninsula and the straits – les détroits – of Detroit.

WHO WE ARE:

The University of Windsor (the University or UWindsor) is a globally relevant, regionally focused University that welcomes over 16,000 students in a range of comprehensive and research-intensive graduate and undergraduate programs. The University consists of eight academic faculties, which include Arts, Humanities and Social Sciences; Science; Human Kinetics; Education; Law; Engineering; Nursing; and Business. The UWindsor campus is home to a medical program offered by Western University’s Schulich School of Medicine and Dentistry. The University employs a passionate and dedicated faculty and staff, numbering approximately 2,500, of whom approximately 600 are tenured or tenure-track faculty.

The University’s unique position on an international border between Canada and the United States has contributed to its identity as a diverse university community providing rich cultural, recreational, and educational opportunities for faculty and students. The University is a key player in a wide range of distinctive industrial, entrepreneurial, and cultural activities throughout the City of Windsor and Essex County, and in an evolving network of international academic and industrial partnerships, particularly with leading American universities in Michigan.

Why Join the University of Windsor?

We are committed to creating an exceptional employee experience grounded in well-being, professional growth, and work–life balance. As a valued member of our community, you will have access to a comprehensive benefits package designed to support you and your family, including:

- **Health & Dental Benefits:** Extensive coverage to support preventative care and ongoing health needs.
- **Out-of-Province/Out-of-Country Coverage:** Travel with confidence knowing you are protected beyond Ontario.
- **Pension Plan:** Participation in a pension plan that supports long-term financial security and retirement planning.

- **Tuition Remission:** Reduced-cost tuition to help you pursue further education and professional development (for yourself and dependents up to age 26)
- **Employee Assistance Program (EAP):** Confidential support for mental health, family matters, financial planning, and overall well-being.
- **Toldo Lancer Centre Membership:** Complimentary access to state-of-the-art fitness and recreation facilities on campus.
- **Employee Discounts:** Exclusive savings across a variety of vendor and community programs.

Join an institution that values people, purpose, and lifelong learning — and build a career where you can thrive.

PRIMARY JOB RESPONSIBILITIES:

The Senior Development Officer is responsible for strategically identifying, cultivating, soliciting, and stewarding high net-worth donors. This role requires collaboration with senior leadership, faculty, advancement and alumni team members, as well as internal and external stakeholders to drive fundraising efforts, and build long-term relationships to ensure alignment with university-wide priorities.

The key job functions include:

- Cultivate, solicit, and steward major gift donors and prospects to achieve annual fundraising goals.
- Build and manage relationships with alumni, corporations, foundations, and community partners to secure philanthropic support.
- Develop donor engagement strategies, prepare funding proposals, and oversee a portfolio of high-value prospects and donors.
- Utilize donor management systems and fundraising metrics to track performance, strengthen donor relationships, and drive fundraising results.

ESSENTIAL QUALIFICATIONS:

The candidate will possess:

- University degree or College diploma in a relevant discipline (e.g., business, communications, law, science or nonprofit management)
- Three (3) to five (5) years of experience in major gifts, transformational gifts and/or planned giving with high-net worth donors
- Demonstrated experience in designing and implementing an effective donor engagement strategy
- Expertise in gift agreements and strategic planning for major gift fundraising, capital campaigns, endowments, and scholarship development
- Excellent verbal and written communication skills, with the ability to engage senior-level stakeholders and diverse audiences
- Strong interpersonal skills, with the ability to build long-term relationships with donors, internal and external stakeholders of the university
- Proficiency with donor management software (e.g., Raiser's Edge) and Microsoft Office Suite
- Strong organizational and time-management skills, with the ability to manage multiple projects and meet deadlines
- High level of integrity and professionalism, with the ability to maintain confidentiality and manage sensitive information
- Ability to work independently and collaboratively in a team-oriented environment
- Willingness to travel for approved donor meetings and events as required

- Flexibility to work evenings or weekends when necessary for events or special donor meetings
- Understanding the principles of equity, diversity, inclusion and Decolonization and the ability to work respectively with a diverse student, staff, faculty, alumni and donor populations

PREFERRED QUALIFICATIONS:

- Relevant fundraising certificate

****This position is remote and is based in the Greater Toronto Area (GTA). The successful candidate must reside within the GTA and be able to travel within the region as required to support business needs, attend meetings, and participate in occasional in-person activities.***

Since 1963, the University of Windsor has been a forward-looking community that comes together to study, to learn, to teach, and to serve. Our symbol is the bridge; our vista is cross-border; our commitment is local; and our impact is global. We are a dynamic, inclusive community of higher learning with roots going back more than 160 years and with a future full of promise.

In pursuit of the University's commitment to employment equity, members from the designated groups including women, Indigenous Peoples (First Nations, Métis, Inuit), racialized persons/visible minorities, persons with disabilities, and persons of a minority sexual orientation and/or gender identity are encouraged to apply and to self-identify.

If you need an accommodation for any part of the application and hiring process, please notify the Recruitment & Workforce Coordinator (employment@uwindsor.ca). Should you require further information on accommodation, please visit the website of the [Office of Human Rights, Conflict Resolution and Mediation](#) (OHRCRM).

EMPLOYEES INTERESTED IN THE ABOVE ARE REQUESTED TO APPLY THROUGH UWIN PEOPLE (CURRENT OPPORTUNITIES)

ON OR BEFORE:

Friday August 7, 2026 at 4:00PM