Department of Human Resources
Employment Services

UNIVERSITY OF WINDSOR
NOTICE OF VACANCY
Managerial & Professional

POSITION TITLE: **Associate Director, Development**
(Three (3) year renewable contract)

DEPARTMENT: **Advancement & Alumni**

SALARY RANGE: **$105,776 plus at Risk Incentive Pay**

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 Associate Director, Development will provide strategic leadership for major, principal, and complex gift fundraising efforts. The incumbent will advance institutional priorities through effective donor engagement, portfolio strategy, and team leadership, overseeing the planning and execution of major and comprehensive gift strategies to achieve annual and campaign revenue goals. This position will also manage a select portfolio of top donors. They will manage, coach, and support advancement staff to foster a high-performing, donor-centered culture, ensuring that all fundraising activities are aligned with the organization's mission, values, and long-term objectives.

Some of the key job functions will include:

- **Fundraising and Donor Engagement**
  - Lead major gift, donor engagement, and campaign strategies to achieve annual fundraising targets of $1–2 million.
  - Develop and implement fundraising plans, cultivate and solicit major gifts, and ensure effective donor stewardship.
  - Collaborate with university leadership, faculty, and volunteers to advance philanthropic priorities.
- **Human Resource Management and Leadership**
  - Lead, coach, and manage advancement staff, including performance management and professional development.
  - Oversee recruitment, employee relations, labour relations, and other staff matters in collaboration with Human Resources.
  - Foster an inclusive, collaborative, accountable, and donor-centred work environment.
- **Portfolio Strategy and Performance**
  - Oversee donor portfolios, prospect management, solicitation planning, and fundraising performance.
  - Use advancement data and analytics to monitor progress, forecast revenue, and inform strategic decisions.
  - Ensure compliance with fundraising best practices, ethical standards, and institutional policies.
- **Strategic Planning and Collaboration**
  - Align fundraising initiatives with university priorities, campaign objectives, and philanthropic trends.
  - Partner with academic and administrative leaders to identify funding opportunities and advance institutional fundraising strategies.
  - Provide guidance on fundraising policies and governance, represent Advancement and Alumni on institutional initiatives, and act on behalf of the Director as required.

ESSENTIAL QUALIFICATIONS:

The successful candidate will:

- University degree or College diploma in a relevant discipline (e.g., business, communications, law, science or nonprofit management)
- Five (5) to seven (7) years of progressive fundraising experience, with a demonstrated focus on high level fundraising and/or principal gifts and campaign development
- Experience managing high-value donor portfolios with defined annual revenue expectations in excess of a million dollars
- Experience managing and coaching advancement staff with clear performance expectations and revenue metrics
- Ability to work effectively with senior leaders to prepare and execute high-stakes solicitations
- Experience working in campaign or growth-focused fundraising settings
- Proven success initiating and closing significant gifts through direct, proactive solicitation
- Strong relationship-building skills with donors, senior leaders, faculty, and staff
- Demonstrated ability to use advancement databases, CRM systems, and data to inform strategy and decision-making

- Excellent communication, presentation, and interpersonal skills
- Demonstrated commitment for promoting and imbedding Indigenization, equity, diversity, inclusion, and accessibility in the delivery of strategic services

PREFERRED QUALIFICATIONS:

- Fundraising certificates are considered an asset
- Experience with Raisers Edge donor management software or Salesforce CRM software
- Experience supervising employees in a unionized environment

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 Talent & Workforce Team (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).

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants in advance for their interest in the University of Windsor, however, only those under consideration will be contacted. Applications submitted through employment agencies will not be considered.

THOSE INTERESTED IN THE ABOVE ARE REQUESTED TO APPLY THROUGH UWIN PEOPLE:

ON OR BEFORE:
Friday November 20, 2026 at 4:00PM