



THE UNIVERSITY OF WINNIPEG

FOUNDATION

Development Officer

The University of Winnipeg Foundation is a not-for-profit charitable public Foundation, dedicated to fundraising in support of the vision and mission of The University of Winnipeg and its Collegiate. In addition to fundraising, The University of Winnipeg Foundation manages an Endowment Fund that provides support to 1 in 4 University students through scholarships, bursaries, projects, and programs, helping to ensure dynamic possibilities for the University, Collegiate and their students for generations to come.

### Opportunity

The University of Winnipeg Foundation is seeking a Development Officer to help develop bespoke fundraising initiatives and be a key contributor to the development team. Reporting to the Chief Executive Officer, this position will work closely with PACE, the University of Winnipeg's "Professional, Applied and Continuous Education" department and the University of Winnipeg Retirees Association (UWRA) by developing innovative programs curated specifically to their constituencies. In addition, the role will manage a portfolio of current and prospective donors – developing a donor-first fundraising strategy that sees the relationship move through the donation cycle.

As a member of the development team, the incumbent will regularly engage and consult with staff, faculty, administrators, and the University's advancement team, as well as externally with alumni, donors, and members of business and the community.

### Key Responsibilities include:

- Work in close collaboration with the entire Foundation team, contributing to the development of new initiatives that support the strategic goals of the Foundation.
- Build and maintain strong relationships with diverse stakeholders, including PACE and UWRA administration, faculty, staff, students, alumni and donors.
- Manage a portfolio of donors, managing all aspects of the relationship from engagement to solicitation to stewardship.
- Contribute to the maintenance of an accurate PACE and UWRA database, ensuring timely, comprehensive input to support fundraising activities and strengthen donor relationships.
- Assist with the creation and management of PACE-specific awards and bursaries.
- Participate in and attend PACE and UWRA meetings and events as required.

### Selection Criteria include:

- Undergraduate degree in a related field, or equivalent training and experience.
- Minimum of 3-5 years of fundraising experience in a non-profit organization or membership-based program.
- Proven track record of creating and executing successful donor-centred strategic fundraising plans.
- Demonstrated team-first approach to fundraising, with excellent relationship-building and communication abilities.
- Experience building and stewarding a portfolio of donors and prospects.
- Superior organizational skills, ability to manage competing priorities and meet deadlines in a fast-paced environment
- Strong verbal, written, and presentation skills; able to communicate effectively with a wide range of stakeholders.
- Technologically proficient, comfortable working with data base and/or fundraising software, AI, social media and digital tools.
- Advancement and development courses working towards the CFRE designation is an asset.

**To apply send an updated resume and cover letter to [Barbara@harrisleadership.com](mailto:Barbara@harrisleadership.com) quoting project #26115.**

*We encourage all qualified individuals to apply; every candidate will be considered without regard for race, colour, gender, religion, national origin, age, disability, or veteran status. If you belong to an under-represented minority or serve as a reservist, you may choose to disclose it in your cover letter. Your information will be kept strictly confidential.*