Brescia University College (www.brescia.uwo.ca), a Catholic university college affiliated with Western University, is Canada’s only women’s university providing instruction to over 1,500 students. Brescia is currently seeking an experienced and dynamic individual to fill a position as:

**DEVELOPMENT OFFICER, ANNUAL GIVING & STEWARDSHIP**
(Permanent full time; Annual Salary between $57,130 - $67,668)

Reporting to Brescia’s Manager of Development and Campaigns, the Development Officer, Annual Giving & Stewardship will develop, implement and evaluate a comprehensive array of programs and initiatives strategically designed to engage donors and encourage sustained and increased giving.

The successful candidate is responsible for writing direct mail and on-line appeals, all entry and mid-level donor acquisitions, gift management, donor relations, and volunteer management as related to annual and leadership giving. Additionally, the Development Officer will create donor communications and a comprehensive donor stewardship and engagement program for annual donors.

The successful candidate will be highly professional, motivated and experienced working in a high performance team environment. A University degree is required, preferably in the liberal arts, business or communications. A minimum five years of experience in fundraising (ideally in higher education) is preferred, including annual giving campaigns, fundraising communications, stewardship and event management.

This role requires the development of a broad range of written materials, produced in both digital and print formats, and include materials to support donor and prospect cultivation and solicitation, donor stewardship, and alumnae engagement, with an emphasis on storytelling.

Proven ability to work collaboratively in a high functioning team within a dynamic environment. This is a demanding, challenging role which requires a results oriented and creative individual with demonstrated relationship building skills.

The incumbent will have experience handling sensitive and confidential information appropriately and with discretion. This person will be an effective communicator, both verbal and written, with strong interpersonal skills who is equally comfortable interacting with senior administration as with volunteers. Highly developed computer skills, including intermediate knowledge of Raiser’s Edge and Microsoft Office as well as a willingness to learn new programs is required. A valid driver’s license and possession of reliable transportation is necessary. Some travel and weekend/evening work will be required.

For a detailed description of the role please email brescia-positions@uwo.ca with your request.

**Please submit a letter of application and resume by 4:00 p.m. on March 24, 2019 to:**
Brescia University College  
c/o Human Resources  
1285 Western Road  
London, Ontario N6G 1H2  
Email: brescia-positions@uwo.ca

The University invites applications from all qualified individuals. Brescia University College is committed to employment equity and diversity in the workplace and welcomes application from women, members of racialized groups/visible minorities, Indigenous person, 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 at brescia-positions@uwo.ca