



ST JOHN'S COLLEGE

ESTABLISHED 1866

Office of the Bursar

Development Officer

Full-time Permanent Position

Starting Salary Range: \$78,798 - \$92,307 depending on qualifications and experience

Founded in 1866, St John's College is the oldest anglophone institution of higher education in Western Canada. We are one of the three founding colleges of the University of Manitoba. Membership is open to any student enrolled in the University. The **Development Officer** provides support to St John's College in its fundraising and alumni relations efforts. Reporting to the Warden, Dr. Allison Abra, you will be a core member of the senior management team. The DO is required to exercise initiative and judgement in fulfilling their responsibilities. This is an upper-level position and the incumbent will be expected to work on-site.

The Opportunity

As the head of the Development Office, part of a team of 2.5 staff, you will drive growth through relationship-centred fundraising, exploring new avenues of support, and providing leadership across the team. There is a high level of independence and professional judgement required. This is an opportunity to practice all aspects of fundraising, donor relations and alumni relations. St John's College is also exploring the possibility of entering into a Capital Campaign. You will be part of the decision-making process.

Qualifications & Experience

The successful candidate will have an undergraduate degree or be eligible to obtain one. This candidate will also have strong administrative and interpersonal skills along with the ability to work both independently and as part of a team. Excellent verbal and written communication skills as well as competence with Microsoft Office suite and fundraising database experience proficiency is required. Minimum of 3 years experience with fundraising and/or a non-profit environment is required.

Why you should join us

- Competitive salary starting at \$78,798 commensurate with qualification and experience.
- Comprehensive Benefits Package
- Pension Plan
- A small and vibrant organization within the larger University of Manitoba community

For a full description of the position, please contact Jackie Markstrom at jackie.markstrom@umanitoba.ca

This position is funded for 35 hours per week and reports directly to the Warden (head of the College). Occasional evening and weekend work may be required.

If you are interested in this opportunity to grow and contribute to the success of St John's College, please forward your resume as well as a letter addressing your skills, experience and fit for this position together with the names, addresses and phone numbers of three referees via email to the address below.

Deadline for the receipt of applications: **Friday, 6th March, 2026 at 4pm.**

Address all applications to:

Development Officer Search Committee

Send electronically to: ivan.froese@umanitoba.ca

St John's College is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring and promotion for systemically marginalized groups.