Job Description

Senior Development Officer

Requisition No:	00853
Expected Start Date:	11-23-2026
Posting Start Date:	10-20-2026
Posting End Date:	11-03-2026
Region:	Winnipeg
Full Time:	Yes
Permanent:	Yes
Reports to:	Smith-Hines, Shelly
Location:	Notre Dame Campus
Expected Hires:	1



About US
RRC Polytech is Manitoba's largest institute of applied learning and research, with more than 150 full- and part-time degrees, diploma and certificate options. Through hands-on and online learning opportunities and state-of-the-art instruction, we prepare our students to become leaders in their fields – while also ensuring they can meet changing industry demands and contribute to the province's economic growth.

Accessibility and Accommodations
RRC Polytech is committed to providing an accessible recruitment process. If you experience barriers accessing or using the online application system, or require accommodation at any stage of the hiring process, please contact People Services at peopleservices@rrc.ca or 204-632-2319. We will work with you to identify appropriate supports and discuss available options.

Senior Development Officer
Development

POSITION TYPE: Full-Time Position Available

POSITION LOCATION: Notre Dame Campus (Winnipeg, MB) Hybrid**
** RRC Polytech reserves the right to modify work arrangements in alignment with operational and organizational needs.

EMPLOYEE GROUP: Union (MGEU)

For the purposes of this job posting, internal applicants and applicants from MITT will be given preference over external applicants.

At RRC Polytech we aspire to have a workforce that is representative of the diversity within our communities. For this hiring process, a preference hiring practice will be applied. Consideration will be given to applicants who self-identify within their application as one or more of the following equity-deserving group(s): Women, Indigenous Peoples, Persons with Disabilities, Racialized Persons, Persons of the 2SLGBTQIA+ Community. For more information about our hiring practices, please visit: www.rrc.ca/hr/work/hiring-process/.

Employment support is available to candidates who self-identify as Indigenous (First Nations, Métis, or Inuit) seeking employment at Red River College Polytechnic. For guidance on the application process, interview preparation, or to discuss accommodation needs, applicants are invited to contact our Indigenous Recruitment Consultant at Indigenoustalent@rrc.ca.

TALENT POOL: This competition may be used to establish a 12-month talent pool of qualified candidates for future vacancies. Even if you do not meet all of the listed qualifications, we encourage you to apply.

ABOUT THE TEAM
Within the Advancement department, the Development team leads philanthropic fundraising in support of student success, academic excellence and RRC Polytech's strategic objectives. Working collaboratively across the institution the team builds strong relationships with donors and partners, manages fundraising initiatives and proposals, donor stewardship and engagement, ensuring donors see the impact of their support on the RRC Polytech community.

WHAT YOU WILL DO

The Senior Development Officer's primary responsibility is to fundraise for RRC Polytech with a major gifts focus to identify, build and grow relationships with current and prospective donors (individuals, corporations, foundations, association and organizations with the capacity to contribute gifts will be part of this portfolio) and secure funding for Polytech initiatives. Building relationships with potential donors and securing external funding ensures the stability of academic programs, college revenue, graduation rates, a positive corporate image and is critical to RRC Polytech's future.

WHAT YOU WILL BRING

- University or college degree /Diploma in Business Administration, Arts or related field of study. An equivalent combination of education and experience may be considered
- Experience in prospecting and securing new individual and corporate donors, closing five-and six-figure gifts, based on annual goals
- Several years experience in external relationship management such as sales, fundraising, and/or account management
- Proven experience executing fundraising or sales campaigns and meeting/exceeding major gift targets
- Development, implementation and evaluation of strategic moves management plans
- Knowledge of concepts, principles, best practices and ethics of fundraising
- Knowledge of economic impacts and industry sectors in Manitoba
- Ability to work under pressure while adhering to tight deadlines and managing competing priorities to achieve multiple fundraising targets
- Advanced verbal and written communication skills including the ability to persuade and negotiate with a variety of stakeholders
- Demonstrated ability in developing and maintaining relationships with internal and external stakeholders
- Excellent critical thinking skills to solve problems, develop trust and credibility with prospects and donors
- Ability to direct and advance a project from inception to completion to encourage collaboration among participants
- Ability to travel and work remotely at various sites
- Association of Fundraising Professionals and/or Canadian Assoc. of Gift Planners member or eligible to become a member
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

NICE TO HAVE

- Certificate in Fundraising Management
- Experience with Raiser's Edge or equivalent fundraising database

WHY WORK WITH US

At RRC Polytech, we believe our people are our greatest assets. We offer supportive, inclusive workplace where you can grow, contribute and thrive.

- Salary Range for this position: $72,553 - $102,281 per annum
- Generous Paid Vacation: full-time employees accumulate a minimum of 15-days vacation per year, increasing to 30 days with service, while full-time Instructors accumulate 44 days per year. Information on casual and part-time vacation accrual is outlined in the Collective Agreement or the Terms and Conditions for Excluded Employees as applicable
- December Break: employees receive time off with pay during the period between Boxing Day and New Year's Day
- Defined Benefits Pension Plan: Employer and Employee contributions to future retirement benefits
- Comprehensive Benefits: Including Health and Group Life insurance, Long Term Disability, employee & family assistance program, mental health support up to $1,000, and a robust Health Care Spending Account
- Inclusive Leave Programs: Wellness, maternity, adoptive, and parental leave, as well as ceremonial, cultural, religious and spiritual leave
- Growth and Recognition: Professional development, professional licensing and fees coverage, and severance pay on retirement
- Union Representation: For complete details on benefits and employment terms, see the MGEU collective agreement

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Incumbent must provide a current and satisfactory Criminal Records Check

Please note that applicants internal to Red River College Polytechnic must apply through My Portal on HRIS Unlimited.

LAND ACKNOWLEDGEMENTS

RRC Polytech campuses are located on the lands of the Anishinaabeg, Ininiwak, Anishininwak, Dakota Oyate, and Denésuline, and the National Homeland of the Red River Métis.
We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

