



Manager, Fundraising

Capilano University is named after Chief Joe Capilano (1854–1910), an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the unceded territories of the səliłwətał (Tsleil-Waututh), shíshálh (Sechelt), Skwxwú7mesh (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations.

At Capilano University we are committed to supporting a campus community that is both diverse and inclusive. We believe that diversity within our workforce is essential in creating both an exceptional student and employee experience. As part of our ongoing commitment to Diversity, Equity and Inclusion (DEI), we strive to ensure that our recruitment campaigns authentically reflect the diverse community we serve. We actively encourage applications from Indigenous Peoples, Black and racialized persons, persons with disabilities, women, and members of the 2SLGBTQIA+ community, as we value the unique perspectives, lived experiences, and skillsets each individual brings to CapU.

To help us focus our efforts, we encourage all applicants to complete a short anonymous questionnaire, if they wish. The results of the questionnaire are not linked to you or your application and do not form part of the selection process. The goal of collecting this anonymous data is to gain a better understanding our organizational reach, while continuously working to improve the diversity of our applicant pool.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Should you require accommodations during the hiring process please reach out to mimibuan@capilanou.ca (Ad/Ex and Staff).

Position Title: Manager, Fundraising

Employee Group: Administrator

Department: University Relations

Position Status: Regular Full-Time

Position Number: A99779

Position Start Date: ASAP

Job Posting Open Date: January 14, 2026

Job Posting Close Date: Open until filled

Pay Group: 10



Location: North Vancouver

Working with us

At Capilano University, learners are our focus. Guided by the goals outlined in [Envisioning](#) and [Illuminating 2030](#), employees play an essential role in creating an exceptional learning experience for and with learners and are central to a thriving campus community. Together, we are inspired by imagination and Capilano University is one of the leading teaching-focused universities in British Columbia and one of BC's Top Employers. Grounded by our sense of purpose, we offer a meaningful, friendly, and dynamic work environment.

At the heart of Capilano University, is our University Relations team that stands as a pillar dedicated to cultivating a culture of giving, engagement, and community building.

Encompassing philanthropy, alumni engagement, university relations, communications, marketing, as well as university events and ceremonies, we are a collaborative and innovative team of inspired professionals. Through strategic partnerships and dedicated efforts, we seek to be the architects of lasting connections making a profound impact on the academic, cultural, and social fabric of CapU, enhancing our reputation but brining communities together and fulfilling our collective purpose.

Are you ready to be a catalyst for community engagement and contribute to a purpose-driven team? Join our University Relations team, where your efforts will not only shape the present but also play a pivotal role in securing a vibrant and impactful future for Capilano University.

About the role

The Manager, Fundraising plays a critical role in the development and delivery of fundraising and donor stewardship initiatives that secure financial support and build internal and external relationships that enable the University to fulfill its Envisioning 2030 and Illuminating 2030 goals and priorities. Reporting to the Director, Philanthropy and Alumni Relations, the Manager, Fundraising works collaboratively with the Manager, Philanthropy & Alumni Relations, the Philanthropy & Alumni Relations team, University Relations portfolio members, as well as faculty, staff and leaders from across the University.

The manager is responsible for revenue growth across all fundraising channels, including, but not limited to sponsorship, annual appeal solicitations, major gifts, and key signature fundraising events. In addition to managing their assigned donor portfolio with fundraising goal, the Manager will also manage a team of three, consisting of the Philanthropy Officer, Leadership Giving, the Philanthropy Officer, Corporate Relations & Sponsorship and Fundraising Communications & Research Specialist. In support of the department's annual fundraising goal, the Manager will oversee the development and execution of an annual strategic fundraising plan incorporating major giving and sponsorship channels, annual communications plan, annual fundraising and stewardship program of events (in-person, virtual, and hybrid) as well as activities and initiatives focused on building reputation and furthering the University's identified priorities.

- Cultivates and maintains relationships with individual donors, foundations, and other philanthropic entities to secure significant gifts and ongoing support.
- Identifies and engages prospective donors, developing tailored cultivation and solicitation strategies to align their interests with the University's priorities.
- Develops and implements strategies for major gift solicitations, including personalized proposals, donor visits, and stewardship plans.
- Ensures that all communications maintain reputation and are on brand and in-line with the University's Envisioning 2030 plan.
- Creates and executes an annual Philanthropy communications plan with built in KPI goals that include fundraising appeals, stewardship impact reporting and surveys.
- Collaborates with the University's Marketing and Digital Experience (MDX) team to build a brand identity for the Foundation, identifying integrated communications opportunities, and developing collateral to: effectively steward donors and communicate impact; and cultivate and solicit prospects with engaging and compelling fundraising materials.
- Creates tailored presentations and pitches for potential corporate partners, demonstrating alignments, benefits and impact of partnerships in a clear and concise manner in-person or virtually.
- Identifies beneficial and appropriate strategic alignments with corporate partners and prospects with the goal of establishing sponsorships that meet the goals of both the University and the corporate partner

Experience, competencies & qualifications

- Bachelor's degree or equivalent combination of education, training and experience may be considered.
- CFRE credential an asset.
- Minimum five years of experience in fundraising for five- and six-figure gifts.
- Successful track record in the solicitation and fulfillment of corporate sponsorship.
- Experience staging large, high-profile events and managing multiple events simultaneously.
- Experience supervising and managing teams of three or more individuals, in a union environment an asset.
- Experience in post-secondary environment preferred.

For more information, please see the complete [job description](#)

Benefits

At Capilano University, we understand that there is more to life than work. That is why we offer comprehensive benefits and support to help you and your family live a balanced life. Take a [sneak peak](#) to see what it is like to work at Capilano University.

Days and Hours of Work:

Will depend on the position status, but typically will include the following:



Our standard work week is Monday to Friday, 8:30am – 4:00pm, or dependent on the needs of the department.

Salary: The typical salary range for this role falls between **\$\$85,711– \$114,281** per annum, commensurate with experience, education, and internal equity, with future opportunities for performance-based pay and career progression.

Capilano University also offers a competitive total rewards package (college pension plan, employer paid benefit premiums, health spending account, modified work week, remote working options etc).

How to apply

Please submit your application package to talentacquisition@capilanou.ca and be sure to included the following:

- 1) The position tile and position number in the subject line of your email. Ex: *HR Advisory – Talent Acquisition – A00000*
- 2) Your resume and cover letter. We will let you know if we require any further documents for your application, such as proof of education, for example.
- 3) Are you legally entitled to work in Canada? [\(i.e. valid work permit, permanent resident, Canadian citizen\)](#) (required)

Thank you for your interest in this opportunity with us at Capilano University!