

# Director of Advancement

Langley, BC

MB Seminary comes alongside men and women to educate, equip, and disciple them for life and ministry centred on Jesus and the Bible. MB Seminary is a Canadian ministry with an international reach and is a Mennonite Brethren ministry with multi-denominational relationships.

The Director of Advancement is a full-time staff role that provides entrepreneurial, strategic, and operational leadership to the advancement and development initiatives and personnel of MB Seminary, ensuring alignment with MB Seminary 3.0 vision.

<b>Accountability:</b>	President
<b>Position Type:</b>	Full-Time, Permanent
<b>Hours:</b>	Flexible, negotiable with employer
<b>Travel:</b>	As required
<b>Expected Salary:</b>	\$80,000 - \$95,000
<b>Hybrid Option:</b>	Yes

## Primary Responsibilities

- Overall leadership and coordination of fundraising activities, including management and growth of MB Seminary's donor base (individuals, churches, foundations), engagement with conferences and partner ministries, and implementation of campaigns. The Director will maintain an active portfolio and be directly involved in fundraising.
- Represent MB Seminary and liaise with alumni, MB churches, agencies, and conference leaders.
- Oversight and direction for all communications as related to marketing, promotion, recruitment, development, branding, image, and points of contact. Coordination and creation of digital and print assets.
- Leadership and development of Advancement staff (future).

## Specific Responsibilities

- **Development**
  - Provide effective, innovative, and sustainable leadership to all development activities, and prepare appropriate reports for Board, Lead Team, and Advancement Committee as required.
  - Create and operationalize the Development Strategic Plan and lead staff through personal strategic plans.

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- Responsible for all aspects of donor management through DonorPerfect (currency, accuracy, completeness, security), and ensure compliance with CRA policies and guidelines.
- **Marketing and Promotion**
  - Create, manage, and effectively utilize print and digital communication and promotional items and resources related to development and advancement.
  - Collaboratively manage and coordinate effective marketing, branding, and communication through social media, MB Seminary websites, and other avenues of communication.
- **Communication**
  - Work with Faculty, Staff, Board, and others to collect/create relevant MB Seminary stories and information and create communication tools that serve the seminary's constituency and enrich their perception of MB Seminary.
  - Ensure development materials are created and approved at the appropriate level and are in keeping with MB Seminary values, policies, and strategies.

Other duties may be assigned in keeping with the overall mission of MB Seminary, and the needs of Administration, Faculty, Staff, Board, and Students.

### **Qualifications, Experience, and Personal Attributes**

- Personal and vibrant Christian faith, healthy and active participation in an MB church.
- Commitment to MB Seminary's mission, vision, values, and strategic goals, and annual agreement to the MB Seminary Community Covenant and the Canadian Mennonite Brethren Confession of Faith.
- Excellent relational, networking, and collaborative skills and abilities, strong emotional intelligence.
- Commitment to personal and professional integrity, positive reputation in the community, and a pleasant personality with a positive and friendly attitude amid a busy and complex atmosphere.
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- Minimum of 3-5 years of proven successful experience in fundraising, with documented outcomes.
- Strong business acumen, with experience in financial planning, budget management, and strategic business operations. Effective leadership skills, and evidence of effective entrepreneurial and innovative thinking.
- Demonstrated experience or training in pastoral care, with a heart for ministry and discipleship.
- Self-motivated, with a proven ability to drive initiatives independently and meet deadlines.

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- Excellent teamwork and collaborative skills, with experience in working within diverse teams.
- Theologically articulate, with formal theological education or demonstrable theological literacy.
- Emotionally intelligent, with experience in managing relationships across diverse organizational levels and external stakeholders.
- Willingness to travel throughout Canada and work flexible hours when necessary.
- Commitment to ethical fundraising standards (e.g. AFP standard), and an awareness of best practices in fundraising and communications and the proven ability to translate principles into effective fundraising activities.
- Strong computer skills are required. Working knowledge of Microsoft Office, DonorPerfect, and other related computer software.
- Adaptable to changing circumstances when necessary.
- Strong organizational and time management skills, able to work independently and interdependently. Proven ability to meet deadlines.

### **Supports and Benefits**

- Computer, office space, and all necessary administrative supplies are provided.
- Remuneration, vacation allowance, and professional development based on experience.
- Enrolment in the CCMBC benefits package and pension program, per policy.

### **Limitations of Authority:**

- Annual budget.
- Any and all limitations of policies.
- Limitations of legal and regulatory authorities.

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