



#### MENNONITE BROTHERS COLLEGIATE INSTITUTE

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## Opening for a Role in MBCI Leadership – Director of Advancement

[Mennonite Brethren Collegiate Institute](#) (MBCI) has an opportunity for a qualified person to take on the leadership role of **Director of Advancement**. MBCI is a Christ-centered middle and secondary school equipping students to learn, love, and to engage with the world.

We are a staff team that whole-heartedly serves the mission and vision of the school, believes in the importance of exceptional teaching and learning and providing an educational environment where students can flourish.

We believe in, and rely on, the engagement of community and all stakeholders in advancing the mission and vision of MBCI.

### Applicants for this position should:

- Be committed to and passionate about furthering the vision and mission of MBCI.
- Possess exceptional communication and relationship building skills.
- Be innovative, flexible, and growth minded.
- Possess strong leadership, project management and administrative skills.
- Be ready to be a collaborative member of the MBCI leadership and staff team.
- Possess a strong work ethic, high self-motivation and problem-solving skills.
- Be prepared to engage in and steward our current relationships with families, students, and supporters, while cultivating new relationships and opportunities for growth.

### Roles & Responsibilities:

- Fundraising
  - Share the story of MBCI with current and potential donors.
  - Design, develop and deploy a comprehensive fundraising strategy, both for regular annual giving, Benefit Dinner event, and for any upcoming major capital campaign.
  - Maintain high ethical standards regarding promotion and fundraising activities.
  - Chair committees related to fundraising for the school.
  - Promote and grow the deferred gifts program and legacy giving.
  - Cultivate new major donor potentials.
  - Maintain and steward current major donors, including donor recognition processes.
  - Train and encourage volunteer workers in fundraising efforts.
  - Financial management of advancement and admissions budgets.
  - Reporting on fundraising activities to Principal and Board of MBCI.
  - Identifying potential grants for MBCI programs, services and facilities.

- Alumni Relations
  - Design, develop and deploy a comprehensive Alumni strategy.
  - Inform the alumni about the progress and needs of MBCI.
  - Planning, developing and implementing homecoming events and reunions, along with the MBCI team.
  
- Student Recruitment and Admissions
  - Participate in the design, development and deployment of a robust student recruitment strategy annually.
  - Oversee and collaborate with Principal, Communications & Marketing on student recruitment activities and promotional materials.
  - Aim to grow the MBCI enrolment toward greater capacity.
  - Maintain healthy relationships with local partner MFIS schools.
  - Establish new connections with educators sympathetic to Christian Education.
  - Establish connections with pastors of the MBCI community as well as advance the mission and vision with new communities and churches, keeping them informed about the school and the mission.
  - Work with the team to establish best practices and protocols for the admissions process.
  - Ensure stewardship of relationships with families who have applied to MBCI.
  - Oversee reporting on admissions annually.

**Start date:** Late-October, 2022

**Qualifications:**

- A Christian person with active membership in a Christian church.
- Affirmation of the MB Confession of Faith.
- Degree and/or commensurate experience in related field.
- Proven track record of strategy development, program development, facilitation of a team, event planning and fundraising, preferably in a school or not-for-profit environment.

**How to Apply:**

**Please forward the following documents via email to Principal, Andrea Buller, at [abuller@mbci.mb.ca](mailto:abuller@mbci.mb.ca).**

- Resume and cover letter that speaks to perspective and philosophy on fundraising
- Statement of faith

**The position will be filled as soon as a suitable candidate is found.**