



**MENNONITE BROTHERS COLLEGIATE INSTITUTE**

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## **MBCI Advancement & Operations Coordinator**

### **Full Time – Term, Beginning June 2026**

MBCI is a Christ-centered middle and secondary school equipping students to learn, love, and engage with the world. We are seeking a highly organized, relational, and mission-aligned individual to support the work of Advancement and school operations.

#### **Applicants for this position should:**

- Be committed to Christian Education rooted in Anabaptist teachings.
- Possess strong communication skills and the ability to manage multiple priorities with professionalism and discretion.

#### **Duties and Responsibilities:**

- Work alongside the Director of Advancement to coordinate plans and logistics for MBCI's fundraising and community engagement events. (Benefit Dinner, Golf Tournament etc)
- Assist with event communications and promotion
- Assist in campaign-related writing, strategy and creating materials
- Assist in planning, organization, and logistics of student recruitment events
- Gift entry, acknowledgement, and tax receipts
- Donor, alumni and friends of MBCI Database management
- Lead for direct mail campaigns
- Assistance in Audit season and T3010 preparation for finance
- Work alongside MBCI leadership in the coordination of school life, operations and events calendar
- Liaison to Rentals Coordinator
- Liaison to MBCI Food Services Provider
- Coordination of Workplace Health and Safety Committee and communications

#### **Qualifications:**

- A Christian person with active church involvement
- Willingness to abide by the MB Confession of Faith
- Bachelor's degree in a related field
- 2–5+ years of experience in event coordination, advancement, nonprofit administration and/or project management

Interested applicants should submit a resume and statement of faith to:

Andrea Buller [principal@mbci.mb.ca](mailto:principal@mbci.mb.ca)

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. This position will be filled as soon as a suitable applicant is found.