



MENNONITE BROTHERS COLLEGIATE INSTITUTE

173 Talbot Avenue
Winnipeg, Manitoba
Canada R2L 0P6

P 204.667.8210
F 204.661.5091
E info@mbci.mb.ca

MBCI Donor Engagement & Alumni Coordinator

Full Time

MBCI has an opportunity for a qualified person to take on the role of Donor Engagement & Alumni Coordinator. MBCI is a Christ-centered middle and secondary school equipping students to learn, love, and to engage with the world.

Applicants for this position should:

- Be committed to Christian Education rooted in Anabaptist teachings.
- Be committed to and passionate about furthering the vision and mission of MBCI.
- Possess strong communication and administrative skills.
- Be ready to be a collaborative member of the MBCI staff team.

Duties and Responsibilities:

- Lead the planning and implement milestone alumni reunions.
- Manage and grow an assigned donor portfolio.
- Partner with the Director of Advancement to design and implement alumni engagement strategies.
- Maintain accurate and timely donor records within the CRM.
- Coordinate logistics and donor experience for Advancement events.
- Support strategy and execution of the monthly giving program.
- Proactively invite alumni and donors to campus experiences, including tours, student showcases, classroom visits.
- Collaborate with the Advancement team on annual fundraising priorities and campaign initiatives.

Qualifications:

- A Christian person with active church involvement.
- Willingness to abide by the MB Confession of Faith.
- Bachelor's degree in Communications, Business, Nonprofit Management, Marketing, or related field
- 2–5+ years of experience in fundraising/advancement with demonstrated success in donor relationship management.
- Experience working with a CRM/database (e.g., Raiser's Edge, Salesforce, Bloomerang)

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

Andrea Buller 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.