



## **Advancement Events Coordinator**

1.0 Full-Time Equivalent (FTE), Term (February to December 2026, with Possibility of Extension)

### **POSITION SUMMARY**

As the Advancement Events Coordinator, you play a key role in helping CMU, through the Advancement Department, engage the university's diverse constituency. In this position, you are responsible for leading the planning and execution (in collaboration with other staff and departments) of institutional events and activities that foster strong connections among alumni, donors and supporters, and church communities.

### **KEY AREAS OF RESPONSIBILITIES**

- Plan, organize, and execute institutional events and engagements including:
  - Fall at CMU and Alumni Reunions, Christmas at CMU and Christmas Market, Spring at CMU, Convocation, Faspa on the Lawn fundraiser, Face to Face events, Xplore workshops, Renew conference, Donor appreciation events, and other donor and alumni gatherings and fundraising events as required.
- Lead, coordinate, and manage all logistical details of public institutional events:
  - Create and execute an engagement strategy for each event that ensures robust attendance and participation.
  - In collaboration with Marketing and Communications, develop and execute an event communications plan that includes promotional material, event web pages, and social media posts associated with the event.
  - Collaborate with the Advancement Department or other event working groups to develop a clear vision for each event and ensure all aspects of the event environment — design, tone, and experience — align with that vision.
  - Establish measurable targets for event participation and fundraising outcomes and track progress toward these goals.
  - Initiate and build meaningful connections with event participants by actively engaging during events — welcoming guests, fostering conversation, and inviting them into the life and mission of CMU.
  - Organize and lead all pre- and post- event meetings.
  - Ensure space and equipment (e.g., tables, chairs, A/V equipment, etc.) is reserved on campus, work with Hosting to ensure rooms are set up for the event.
  - Prepare and organize all event materials, including printed programs, welcome packages for guests, signage, meal tickets, etc.
  - Create and manage event registration forms.
  - Coordinate any external vendors.
  - Coordinate, organize, communicate with faculty, staff, students and volunteers for events including assigning tasks and ensuring strong communication about schedules and expectations. Create event timelines and task lists, writing final event reports, including analyses on attendance/engagement and fundraising goals and returns on investment.
  - Manage event budgets, track and submit event expenses.
  - Actively participate in the life of the Advancement team and take initiative to assist where needed.
  - Assume other duties as assigned by the Director of Advancement.

## WORKING CONDITIONS

The Advancement Events Coordinator operates in a fast-paced and dynamic environment that encompasses indoor administrative settings and both indoor and outdoor events. This role often requires flexibility in working hours, including evenings and weekends, to accommodate events. This position works with standard office equipment and sits for periods of time performing keyboarding activities.

## WHAT YOU OFFER

- Commitment to the mission of CMU, and to its service in church and society.
- Demonstrated ability to plan, organize/coordinate, and execute complex events. Prior experience in event planning is required.
- Demonstrated confidence and an outgoing presence in public settings, with the ability to engage warmly and authentically with diverse audiences.
- Exceptional written, oral, and intercultural communication skills; must be able to communicate accurately and effectively with diverse audiences.
- Strong problem solving, conflict resolution, and customer service skills to work effectively with community members, donors, alumni, faculty and staff.
- Ability to work both independently and collaboratively (within and outside of the Advancement Department) to achieve event objectives and goals.
- Ability to think creatively and find innovative solutions to complex problems.
- Proficiency with Microsoft Office Suite, and ability to develop necessary skills to use other online platforms and applications (e.g., social media, Razor's Edge Database, etc.)

## HOW TO APPLY

We want to learn more about you! Please submit your cover letter and resume to [humanresources@cmu.ca](mailto:humanresources@cmu.ca). We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**Closing Date:** Open until filled

*Canadian Mennonite University is committed to employment equity while ensuring our recruitment process is barrier free. Applications are encouraged from members of equity-seeking communities including women, Indigenous people, racialized people, people with disabilities, and people of all sexual orientations and genders.*

*If there are ways we can make this process more accessible for you, please let us know. You can contact us confidentially at [humanresources@cmu.ca](mailto:humanresources@cmu.ca) to discuss accommodations at any stage of the hiring process.*