



Director of Advancement

Full-Time, Permanent, 1.0 Full-Time Equivalent (FTE)

As the Director of Advancement, you oversee and implement a comprehensive advancement strategy that supports the mission of CMU. In this role, you serve as a knowledgeable and passionate advocate for the university, representing CMU at public constituency and community gatherings and provide guidance on development matters for senior administration, faculty, and staff. Professional fundraising competence, a commitment to the CMU mission, an understanding of constituent bodies, and active participation in the life of a Christian congregation are critical to carrying out the leadership responsibilities entailed within this role.

KEY AREAS OF RESPONSIBILITY

Administration and Departmental Leadership (25%)

- Support and lead the Advancement Department, strengthening effectiveness and achievement of internal objectives.
- Work closely with the President, Vice-President External, and Advancement department to initiate and execute a robust revenue generation strategy designed to broaden the CMU donor base and meet annual, capital, and long-term fundraising objectives.
- Ensure departmental strategy, staff activities, and timetables are aligned and regularly evaluated.
- Participate in executing imaginative and disciplined annual fundraising, effective communication, and acknowledgement strategies to strengthen relationships and engagement with donors and alumni within diverse constituencies.
- Identify, research, and apply for grant funding to support university priorities, including overall operations, major capital projects, and key educational activities. Serve as a member of the Grants Infrastructure Committee.
- Lead and chair the Strategic Enrolment Management strategy and committee.
- Implement a planned, legacy gifting, and bequest strategy to cultivate long-term support for CMU.

Donor Relations and Solicitation (25%)

- Initiate donor visits (in-person, phone, and online), with significant time spent (i.e., 10 hours per week) personally cultivating and strengthening donor/alumni/church relationships for the purposes of university advancement and fundraising.
- Prioritize engagement with CMU-era alumni.
- Lead, maintain, and foster all donor communication related to scholarships and bursaries.
- Work with donors and the Finance department in the creation of gift agreements.
- Provide vision and leadership for events that include a fundraising component (i.e., Christmas at CMU, Fall at CMU, Spring at CMU, Convocation, Faspa on the Lawn).

Alumni Relations (25%)

- Provide strategic vision and direction to the work of alumni engagement.
- Build connections with CMU alumni using various channels including regular digital communication and social media.
- Collaborate with the Ens Centre for Career and Vocation to explore and develop alumni engagement strategies, including career resources, mentorships, and professional development to strengthen and foster alumni connections and lifelong relationships with CMU.
- Participate in public institutional events that have particular interest for alumni (i.e., Fall at CMU, alumni gatherings, educational webinars).

Church Relations (25%)

- Advance enrolment-focused initiatives by building strong connections with church congregations, youth groups, and denominational leaders.
- Promote CMU programs and opportunities to encourage enrolment from Mennonite churches, cultivating ecumenical relationships with a broader range of congregations and denominations.
- Plan, execute, and promote CMU resources for the church through the Centre for Faith and Life.
- Respond to congregational requests for CMU deputations or presentations. Participate in planning deputations or tours of groups of CMU students to churches.
- Represent CMU in churches through church conference attendance and occasional preaching/Adult Ed engagements.
- With VP External and President, develop a strategy to maintain and strengthen the sense of connection and involvement by the church in the mission of CMU.

WORKING CONDITIONS

This position involves regular interaction with external stakeholders, requiring occasional travel, including evening and weekend work to support donor meetings, church engagements, and CMU events. The Director of Advancement works in a fast-paced dynamic environment that encompasses indoor and outdoor activity, with increased activity during fundraising campaigns and major events, requiring strong time management skills and the ability to balance multiple priorities.

WHAT YOU OFFER

- A commitment to the mission of CMU, and to its service in church and society active engagement in a Christian church.
- Minimum three (3) years experience in fundraising, with proven skills in donor cultivation, solicitation, and stewardship.
- Post-secondary degree; a credential in fundraising, non-project management, communications, business, or a related field an asset. A combination of relevant education and experience may be considered.
- Knowledge of the Mennonite Church Canada and Canadian Conference of Mennonite Brethren Churches constituencies.
- Strong written, oral, and intercultural communication skills; ability to communicate accurately and effectively with community members, donors, alumni, faculty and staff.
- Demonstrated confidence and an outgoing presence in public settings, with the ability to engage warmly and authentically with diverse audiences.
- Exceptional leadership and inter-personal skills, with the ability to build trust, collaborate with a diverse range of individuals, groups, and constituencies.
- Sound attention to detail, demonstrated ability to organize work, determine priorities, and follow through on responsibilities.
- Proficiency with Microsoft Office Suite, and ability to develop necessary skills to use other online platforms and applications.

WHAT WE OFFER

- Extended Health, Dental, & Vision Benefits
- Employer Matched Defined-Contribution Pension Plan
- Comprehensive Paid Time Off
- Tuition Scholarship Benefit Program for Employees and Dependents
- Employee and Family Assistance Program
- Free Meal Program

HOW TO APPLY

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

Closing Date: January 2, 2026

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 to discuss accommodations at any stage of the hiring process.