



**MENNO PLACE**

**ADVANCEMENT COORDINATOR**

**Permanent Full-time  
HYBRID SCHEDULE**

**SALARY RANGE: \$76,050-\$90,000**

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**JOB SUMMARY:**

The Advancement Coordinator is passionate about the work of Menno Place and excited to help Menno Place secure new and sustainable funding streams. They are a careful and perceptive listener with an empathetic understanding of donor needs and interests while also energized by the creative challenge of storytelling to engage and motivate supporters. They are resourceful, innovative, optimistic, and flexible as they embrace the evolving needs of Menno Place. The Advancement Coordinator is a positive team player, takes instruction well, thriving in a collaborative and cooperative environment.

The Advancement Coordinator reports to the Director, Community Enrichment to implement strategies that expand the awareness, engagement, and relationships that advance and support Menno Place through donations of time, funds, and expertise. This position requires exceptional professionalism and interpersonal skills.

The Advancement Coordinator is an integral member of the Menno Place team and embraces the mission, vision, and values while performing duties that follow Menno Place policies and procedures and ensuring safety for residents, visitors, volunteers, and staff. They manage their time and participate in continuous quality improvement efforts, paying careful attention to confidentiality and privacy of donor information.

**KEY ACCOUNTABILITIES:**

1. Works with the Director, Community Enrichment toward fundraising targets outline quarterly and annually.
2. Understands, supports, and clearly articulates the mission, vision, and values of Menno Place. Demonstrates deep knowledge of the organization's history, and significance to the Abbotsford community.
3. Works with the Director, Community Enrichment to plan, coordinate and manage targeted donor communication strategies including annual appeals, major donors, grants, corporate and individual appeals, social media, special events, in-kind donations, and so on.
4. Manages all aspects of the donor database system (CRM) including gift entry, donor acknowledgements, personal thank you notes, accuracy of contact information, reconciliation and timely monthly and annual reporting for the Director, Community Enrichment.
5. Provides basic accounting support, such as tracking advancement budget and tracking expenses.
6. Provides administrative support including, but not limited to letters of intent, proposals, matching gift requests, processing, pledge and payment reminders, materials for donor meetings, donor meeting logistics, donor recognition and so on.
7. Plans and manages all aspects of special events related to advancement such as securing venues, catering, set-up/clean-up, communications, materials, invitations, RSVPs, and follow-up.
8. Collaborates with the communication team on design and implementation of communications,

presentations, and marketing to align with advancement priorities. Coordinates social media outputs including event outreach and public relations.

9. Tracks and analyses fundraising efforts to inform future development strategies.
10. Attends events as needed with the Director, Community Enrichment to increase visibility, build relationships and enhance Menno Place's outreach and connections. This includes events where Menno Place has a table representing our organization.
11. Must be able to lift thirty (30) pounds, some evening and weekend work required.
12. Performs other duties as assigned.

## **QUALIFICATIONS**

### **Education, Training and Experience**

- Certified Fundraising Executive (CFRE) and/or post-secondary education in a relevant discipline is an asset.
- Three (3) years related fundraising, community building and/or event planning experience.

### **Skills and Abilities**

- High level of professionalism, flexibility, diplomacy, and responsiveness.
- Authentic and persuasive communicator, orally and in writing.
- Demonstrated advanced interpersonal skills to foster connection and relationships with donors and potential donor base.
- Highly organized, thorough, and detail-oriented with the ability to manage multiple projects with competing priorities from concept through to implementation.
- Proven self-starter and problem solver with the ability to take initiative and work independently.
- Experience with fundraising software, Customer Relationship Management (CRM), basic knowledge of accounting principles, digital fluency including MS Office Suite and Canva.
- Ability to work with compassion, patience and appropriate engagement in an environment shared with elderly seniors, many who have cognitive decline or dementia.
- Knowledge of the existing local fundraising community including Menno Place constituents and key stakeholders.
- Ability to operate position related equipment.

## **HEALTH & SAFETY**

- Accountable for occupational health and safety and related activities of residential care staff.
- Is aware of their rights and responsibilities under the BC Occupational Health and Safety Act and follows all health and safety policies and procedures.
- Works safely to reduce the risk of injury to self, co-workers, and residents.
- Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor.
- Does not operate or use faulty equipment.
- Promptly reports personal injury to supervisor and seeks first aid as needed.

- Participates in fire safety demonstrations, fire and code drills and knows the community fire and disaster plan.

*This is a full-time position. This position will involve working flexible hours, including nights and weekends as needed. This role can be a hybrid role with the opportunity to work a portion of the time remotely.*

All applicants for this job posting must provide satisfactory proof, or have such proof on file, that they have received COVID-19 vaccination and any required COVID-19 booster vaccination as per current Provincial Health Order(s). This requirement shall be waived if the applicant has not received the vaccination due to any legislated protected human rights grounds. In such a case, and upon presentation of sufficient proof, the Employer shall make reasonable attempts to accommodate the applicant to carry out their role where possible recognizing that the health and safety of other employees and residents will be a priority.

**In the online application, you will be required to:**

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

**We thank all applicants however only those short-listed candidates will be contacted.**

[Click Here to Apply Online](#)