

JOB DESCRIPTION

February 2024

Mennonite Church Canada Director of Development and Communication

Purpose: To provide leadership in resource/donor development and communications in Mennonite Church Canada (MC Canada) through a nationwide strategy that supports the Regional Churches.

Time Commitment: 1.0 FTE

Supervision: MC Canada Executive Minister

Key Duties:

1. Use best industry practices to advance MC Canada's donor development by:
 - Provide energetic leadership to developing and implementing a nationwide donor relation strategy.
 - Design, build, train, and support donor relations capacity in the five Regional Churches.
 - Strategize with and coach Regional Church Engagement (CE) staff in
 - developing and implementing regionally specific donor relations strategies,
 - managing the Constituency Relations Management (CRM) tool,
 - making phone calls and personal visits to donors.
 - Coordinate MC Canada visitations to churches, constituencies, and individual donors with the regions, making an effort to balance nationwide, regional, and local congregational goals.
 - As able, and in consultation with regional bodies, provide planned giving resources and training to local congregations through workshops (online or in person) to invigorate the whole church body.
 - Develop and implement a nationwide communications strategy.
2. Lead communications of MC Canada by resourcing the Regional Church to develop and implement integrated strategies that tell the story of the church (nationwide, regional, and congregational), generate awareness, create relationships, increase engagement, and result in various types of donations in the local congregations, through to the Regional and Nationwide Church.
3. Ensure that policies and procedures related to donor relations and communications are accurately and appropriately documented.
4. As an executive staff team member, engage in planning, troubleshooting, and strategic thinking.
5. Act as a counterpart to MC USA's Communications director when needed.

Qualifications:

- Demonstrated strong interpersonal skills that are attentive to the diversity of MC Canada.
- Qualification and experience of at least 5 years in fund-raising leadership or consultancy for organizations similar to MC Canada, with a track record in annual giving campaigns, major gift solicitation, and planned giving.
- Exhibited skills, knowledge, and experience in the design and execution of communications activities including excellent skills in writing.
- Initiative and creativity in providing strategic organizational leadership.
- Ability to give direction to and/or establish policy and procedure documentation.
- Demonstrated ability to take initiative, work independently, and collaborate as a team member to achieve identified goals.
- Ability to motivate others to participate in the development task while coaching their work.
- Proficiency in MS Office suite and ability to learn and use new technology.



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- Knowledge of the MC Canada constituency including church leadership.
- Ability to work with private information confidentially and professionally.
- Willingness to make local church, regional church, and individual donors visits and presentations.

Mennonite Church Canada expects all staff to exhibit a commitment to:

- A personal faith in Jesus Christ as Saviour and Lord.
- Active involvement in a local congregation that is a member of MC Canada.
- Upholding the *Confession of Faith in a Mennonite Perspective*.
- The vision of MC Canada as a missional church.
- Adherence to the Personnel Policies of MC Canada.
- Engaging energetically and creatively in their work.
- Working well with others in a team approach.

Special Considerations:

- The successful candidate must be eligible for employment in Canada.
- This position is based in Winnipeg, but location may be negotiable.
- The position may involve occasional travel within Canada.

Salary Classification:

Level 11

Salary range: \$74,911-\$89,159/yr.

Included benefits: Pension Plan, Life Insurance (incl. AD&D), LTD and extended health and dental coverage, three-weeks vacation.

Consideration will be given to applications beginning on February 29, 2024. Inquiries welcome. Applications can be sent to Susan Reynar, MC Canada Executive Coordinator at sreynar@mennonitechurch.ca