



## Development Associate for Canada

**Department:** Development

**Supervisor:** Director of Development

**FTE:** 50%

**Location:** Canada preferred—especially Kitchener-Waterloo or Winnipeg—but candidates from other regions, including the U.S., will also be considered.

**Anticipated start date:** January 2026 or Spring 2026

**Summary:** Strengthen and expand donor relationships in Canada to increase financial support. Cultivate connections with donors at all levels, as well as with congregations and regional churches, with a primary focus on Annual Fund giving. Contribute to broader advancement efforts, including capital campaigns, planned giving, endowment growth, and scholarships.

### Responsibilities and duties:

- Identify, cultivate, and solicit gifts by building and sustaining relationships within assigned constituencies.
- Implement fundraising strategies to ensure thoughtful donor acknowledgement, recognition and stewardship.
- Maintain accurate and timely records in the Salesforce database.
- Collaborate actively with the Development Team in setting goals, preparing case statements, and developing communication materials.
- Represent AMBS at regional church delegate meetings and engage with congregations to strengthen church–seminary partnerships.
- Be attentive for prospective students, cultivating interest in AMBS programs and services.
- Foster positive working relationship with colleagues, peers, and students.
- Engage in ongoing professional development and pursue opportunities for growth.
- Contribute to special projects and other assignments as needed.

### Qualifications and skills:

- Commitment to Jesus Christ, affinity with Anabaptist values and beliefs, and supportive of the mission of AMBS.
- Bachelor's degree required; graduate theological or biblical studies preferred.
- Excellent communication skills—interpersonal, written, and spoken.
- Strong administrative and organizational ability with keen attention to detail.
- Ability to handle confidential information with discretion and integrity.
- Knowledge of fundraising principles; prior fundraising experience strongly desired.
- Proficiency with technology, including database and office software.
- Capacity to work independently while thriving in a collaborative team environment.

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- Passion for theological education and its role in forming Christian leaders.
- Familiarity with Mennonite Church Canada and other Anabaptist groups.
- Ability to appropriately navigate cultural and other differences.
- Commitment to undoing racism and/or similar initiatives required.
- Canadian citizenship and residence preferred.
- AMBS alumnus/alumna preferred.

**Hiring policy**

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

AMBS is committed to anti-racism as one of the ways we practice God's reconciling mission in the world. Candidates for employment will have a strong motivation to join our efforts to work for racial equity and make AMBS an increasingly diverse learning community.

**To apply**

Please submit resume, cover letter, and names and contact information of three references to: Carla Robinson, Assistant Director of Human Resources & Payroll - [HR@ambs.edu](mailto:HR@ambs.edu) or mail to 3003 Benham Avenue, Elkhart, IN 46517.

*Revised August 28, 2025*