

## **Advancement Associate**

**Department:** Advancement

**Supervisor:** Vice President for Advancement and Enrollment

**FTE:** 1.0

**Anticipated Start Date:** Application review begins immediately and will continue until the position is filled

### **Summary**

Deepen relationships with current and new donors in order to increase financial support in assigned region. Build relationships with all levels of donors, congregations, and church conferences with focus on Annual Fund giving. Engage in additional advancement activities such as event planning, planned giving, endowment funds, and scholarships. Be attentive for prospective students and cultivate interest in AMBS programs and services.

### **Responsibilities and duties**

- Identify, cultivate, and solicit support by developing and maintaining relationships within assigned constituency portfolio
- Represent AMBS at church conference meetings and visit constituency congregations to build strong church-seminary relationships
- Support fundraising strategies and activities to ensure proper acknowledgement, recognition, and stewardship of donors
- As an active participant on the Advancement Team, assist in developing departmental goals, case statements, and media
- Build cordial working relationships with peers, co-workers, and students
- Participate in professional development organizations and improvement opportunities
- Participate in special projects and other duties as assigned
- Maintain database records accessing the Salesforce database

### **Qualifications and skills**

- Commitment to Jesus Christ and affinity for Anabaptism
- Support of the AMBS mission
- Ability to appropriately navigate cultural differences and other diversity
- Commitment to undoing racism and/or similar initiative required
- Strong and healthy communication skills – interpersonal, written, and spoken
- Basic knowledge of fundraising concepts and willingness to learn more
- Strong administrative and organizational skills with attention to detail
- Strong computer skills and knowledge of data base programs
- Ability to work both independently and as a team
- Passion for the role of theological education in Christian leadership
- Ability to maintain confidentiality

- Familiarity with Mennonite Church USA
- Bachelor's degree required – some graduate theological/Biblical education preferred
- Previous fundraising experience strongly desired
- AMBS alumnus/alumna preferred
- Up to 50 percent travel within assigned geographic territory

### **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.

### **To apply**

Send resume, a letter indicating interest and ways in which you meet the qualifications listed above, and the names and contact information of three references to:

#### **Daniel B. Grimes, MPA**

Vice President for Advancement and Enrollment

[dbgrimes@ambs.edu](mailto:dbgrimes@ambs.edu)

Anabaptist Mennonite Biblical Seminary

3003 Benham Avenue Elkhart, IN 46517

Women and other underrepresented groups are encouraged to apply.