

Advancement Officer

Campus of Trinity Western University, Langley, BC



Learning to lead like Jesus.

About Us

At Northwest College & Seminary, we understand the needs and dynamics of learning to serve skilfully in today's culture. Our degrees allow for in-person, online, distance, and in-context learning. Operating since 1934, our unique in-context programs are holistic, integrating mentored development and demonstration of knowledge, skill, and character competencies critical to success in ministry.

Located in the beautiful Fraser Valley of British Columbia on the Trinity Western University Campus, Northwest students are completing degrees from coast-to-coast in Canada, as well as the USA, Central and South America, and beyond.

The Northwest community is made up of a diverse and caring group of people - faculty, staff, students, alumni, churches, agencies and donors. Our vibrant and nimble team of almost 30 staff and faculty offer an innovative, friendly, and supportive work environment committed to serving a diverse and multi-cultural church. We also seek to reflect the gender, cultural and ethnic diversity of the global body of Christ in our faculty, staff and administration. Find out [more about us](#).

The Opportunity

Posting Number: 043	Posting Date: March 12, 2026	Application Deadline: April 10, 2026
Position Status: Full Time	Hours/Week: 37.5	Remote Work: May be available up to 20%

The Advancement Officer supports the Director of Advancement/Chief Operations Officer in executing Northwest's institutional advancement strategy, including marketing, communications, alumni relations, student recruitment, and fundraising initiatives. This role is responsible for implementing key advancement activities, managing day-to-day communications and engagement efforts, cultivating donor and alumni relationships, and ensuring alignment with the Northwest's brand and strategic priorities.

The Advancement Officer plays an active role in advancing the Northwest's visibility, strengthening community engagement, and supporting revenue generation through coordinated marketing and fundraising efforts.

What you'll be doing

Your work life will include:

- 1. Marketing and Communications**
 - a. Assist in executing Northwest's annual marketing and communications plan.
 - b. Create and schedule content for social media, email campaigns, website updates, and digital marketing initiatives.
 - c. Draft and edit communications, including newsletters, donor updates, recruitment materials, event promotions, and internal announcements.
 - d. Ensure consistent application of brand identity, voice, and messaging across all platforms.
 - e. Monitor engagement metrics and provide reports to support the evaluation of marketing effectiveness.
 - f. Coordinate with faculty and staff to gather stories, program updates, and content for promotion.
- 2. Content and Brand Support**
 - a. Develop print and digital collateral, including brochures, presentations, reports, and promotional materials.
 - b. Assist in producing annual reports and donor communications.
 - c. Maintain and update website content to ensure accuracy and relevance.
 - d. Support culturally competent and accessible communications practices.
 - e. Maintain organized systems for content storage, templates, and brand assets.

3. Recruitment Support

- a. Create print and digital assets for Northwest and recruiting partners
- b. Support the planning and execution of recruitment activities
- c. Represent Northwest at events and conferences

4. Alumni Relations

- a. Support the development and implementation of an alumni engagement strategy.
- b. Maintain and update alumni database records.
- c. Coordinate alumni communications, events, and networking initiatives.
- d. Assist in building and strengthening the alumni network to foster long-term engagement and philanthropic support.

5. Fundraising Support

- a. Support the implementation of annual giving campaigns and fundraising appeals.
- b. Assist in donor research, prospect identification, and portfolio management.
- c. Coordinate donor communications, stewardship activities, and recognition efforts.
- d. Help plan and execute fundraising events and cultivation activities.
- e. Track donor engagement and support accurate record-keeping and reporting.
- f. Manage select organizational partnerships aligned with advancement goals.

Compensation

The salary range is \$50K - 58K annually, depending on level of experience.

Benefits & Perks

- Extended health & LTD
- 3 weeks vacation
- Christmas holiday shut down
- 5% retirement savings plan (after one ye
- Working with a great team of people!

About You

You are a committed follower of Jesus and are kind, caring and compassionate. You have the following:

Required Skills

Skills	Proficiency Level
Organizational skills	Intermediate
Microsoft Office suite, Google Workspace	Intermediate
Adobe Creative Suite, CRM, Project Management Software	Basic
English fluency	Advanced
Comfortable with computers and adopting technology best practices	Intermediate

Position Success Traits

In addition to the Success Traits listed below, the incumbent must have a love for God, be a committed follower of Jesus, be kind, caring, and compassionate and be committed to Northwest's mission, community standards, and values.

- ◆ Strategic thinker with strong execution skills
- ◆ Detail-oriented and highly organized
- ◆ Collaborative team player
- ◆ Strong verbal and written communicator
- ◆ Discreet and professional in handling confidential information
- ◆ Passion for Northwest's mission and values
- ◆ Drive for results / tenacity / bias for action
- ◆ Continuous learning and remaining up to date on current best practices in related field

Education/Training/Experience

Education/Training/Experience	Required	Preferred
Post-secondary degree	X	
Theological education		X
Experience creating Marketing materials	X	
Leadership and Management Experience		X
Fluent in English	X	
Knowledge of Korean, Spanish or French (written and spoken)		X

How to Apply

If this sounds like you, we would love to hear from you. Please email your cover letter and resume in one file to hr@nbseminary.ca quoting **position number 43** in the subject line, on or before **April 10, 2026**. Your application will be handled with utmost discretion and confidentiality.

All applicants will receive an automated email response confirming receipt of their application submission. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

Please note that Northwest conducts criminal background checks for all final stage candidates.

We sincerely thank all applicants for their interest in Northwest College & Seminary.