**Addendum to Position Description**

**Link Field Operations Director**

Supervised by: Link Director

**To advance the purpose of InterVarsity, this position will** work closely with the Link Director in all activities contributing to the success of Link’s ministry. This includes administrative tasks as well as managing projects and working with other Link leaders and Link field staff in accomplishing Link’s Vision**.**

**MAJOR RESPONSIBILITIES**

**Provide Administrative Coordination and Support for InterVarsity Link:**

* Coordinate the development of a new Link Staff Coordinator Handbook and keep it up to date
* Coordinate all logistics for the Orientation for New Link Staff each June, under the direction of the Link Director of Training
* Coordinate Link Leadership Team and Link Staff Coordinator meetings, conference calls and visits as needed, taking notes, transcribing information, and distributing copies as needed
* Oversee the Link Staff Handbook and policy manuals so that Link policies and procedures are up to date and easily accessible
* Provide administrative support for directors of other Link events such as debriefing and training meetings
* Develop and organize systems for resources, supplies, storage, etc.
* Promptly respond to all inquiries about InterVarsity Link
* Help coordinate the travel schedules of Link Leadership Team members
* Act as Workday Learning Partner, enrolling and tracking completion of courses assigned to staff in Workday Learning, and related duties

**Provide Administrative Support for the Director of InterVarsity Link:**

* Handle Director’s e-mail and postal correspondence as requested
* Oversee all aspects of the Director’s calendar and appointments
* Accomplish specific projects as assigned by the Director

**Act as a Liaison to other InterVarsity departments and teams in the NSC:**

* Act as a liaison between Link, Link staff and other InterVarsity departments such as Human Resources, Accounting, Income, Information Services, and Legal
* Ensure communication of Link crisis management issues to Overseas Crisis Management Team

**Assist the team in ministry partnership development (MPD:**

* Work with the Director to develop regular communication with Link alumni, donors and other audiences
* Develop a personal prayer and financial support team
* Raise a portion of salary in amount or percentage agreed upon with the Director

**Field Operations Director (FOD)– Job Family**

Position Description

Field Ministries

Supervised by: National, Regional, or Area Field Directors or Senior Level FOD

FLSA Status: Exempt

Supervises: As delegated

Grade: 6 to 9 (see job levels below)

Location: InterVarsity’s National Service Center (NSC) – Madison, WI or Remote

**To advance the purpose of InterVarsity, this position** provides administrative and operational support to the assigned field supervisor, including office administration, event and meeting planning, records management, and initiation of internal and external communication. Work reflects Biblical standards of excellence, integrity, and partnership. This position exercises a wide degree of creativity, latitude, discretion, and independence to accomplish goals, objectives, and assignments.

**MAJOR RESPONSIBILITIES**

**Personal:**

* Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world
* Maintain spiritual disciplines for personal and ministry growth
* Model wisdom and maturity in the balance of family, church, and ministry life

**Operational and Administrative:**

* At higher levels, may oversee and supervise assigned administrative and operational associates and volunteers
* Manage daily, weekly, and monthly details of the office, including mail, filing, supplies, phones, and correspondence
* Maintain files, mailing lists, meeting minutes, contacts, and staff/faculty/volunteer/ministry partner lists
* Manage supervisor’s calendar and update assigned calendars with staff-related events and dates
* Pay and record office-related invoices; prepare and submit expense and PCard reports to accounting
* Manage office equipment including Proxe Stations, projectors, camcorders, and display boards
* Create and manage assigned reports, presentations, and projects
* Coordinate, plan and manage meetings and events and related resources
* Negotiate with vendors for supplies and meeting/event logistics and process contracts related to same
* Manage and track staff application materials, performance reviews, chapter affiliation submissions, Fall Field and Annual Field reports, alumni forms, and related materials
* Act as Workday Learning Partner, enrolling and tracking completion of courses assigned to staff in Workday Learning, and related duties
* Monitor the assigned territory’s work with the enterprise resource planning (ERP) and constituent relationship management (CRM) software
* Act as contact between supervisor, team members, and other staff directors, leaders, staff, faculty, and students
* Oversee compliance with national requirements, processes, and procedures
* Other duties as assigned

**Organizational Communication**

* Prepare, direct, and coordinate information between supervisor, campus staff and/or staff on other teams
* Expedite and manage communication with team members, staff, vendors, program participants and others as needed
* Manage and develop content for social media; monitor social media trends
* Website maintenance as assigned
* Partner with:
	+ Human Resources on staff applications and performance reviews
	+ Accounting on budgets and expense reports
	+ Legal on contractual matters
	+ Advancement on ministry partner development
* Draft and maintain various forms of correspondence and communication

**Develop and maintain a funding base and prayer support**

* Raise a portion of salary in an amount or percentage agreed upon with supervisor
* Communicate regularly with current and potential donors, churches, prayer support team members, friends, and family regarding ministry with InterVarsity

**KNOWLEDGE/SKILLS/ABILITIES**

* Excellent written and verbal communication skills
* Able to handle sensitive information in a confidential manner
* Develop and maintain positive working relationships
* Always demonstrates respect and professionalism
* Commitment to and ability to work in a diverse environment
* Appropriately self-manages time, projects, priorities, and assigned work
* Work is accurate, thorough, timely, and of high-quality
* Able to identify and resolve problems that inhibit the implementation of plans; perseveres to overcome obstacles and accomplish tasks
* Works well under pressure, requires minimal supervision, takes initiative, is teachable, is a self-starter, offers suggestions and anticipates needs
* Skilled at organization, planning, and hosting different types of events and meetings
* Actively listens and gives appropriate feedback/responses
* Able and willing to ask others for financial, prayer, and practical help

**QUALIFICATIONS**

* + Annually affirm InterVarsity’s Statement of Agreement (Doctrinal Basis and Purpose Statement), as well as embrace InterVarsity’s Code of Conduct, affirmations on the ministry of women in InterVarsity, and statements on Biblical multiethnicity and human sexuality
	+ Prior or current experience with InterVarsity as a staff member or student preferred
	+ Bachelor’s degree or equivalent education/experience
	+ Two or more years previous administrative, project, and event management experience preferred
	+ Project management and event management certification desired
	+ Working knowledge of Microsoft applications, including Word, Excel, PowerPoint, Outlook, Teams, Sharepoint, and Publisher
	+ Familiarity with web-based applications and tools such as Google Docs, Zoom, Survey Monkey, Mail Chimp, and collaboration technology
	+ Familiarity with social media tools such as Facebook, Twitter, Instagram, etc.
	+ Available to travel for business to local and out-of-town management meetings, including the triennial Urbana Student Missions Conference and National Staff Conference

# WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

This position leads ministry in an administrative environment. A designated office space may or may not be available. The staff is required to travel to on-campus and off- campus sites as appropriate. Off- campus travel includes, but is not limited to: student ministry conferences, Ministry Partnership Development meetings, and InterVarsity- sponsored training sessions, meetings, and conferences. The staff is regularly required to communicate with others, and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, etc. This is largely a sedentary role; however, some filing is required. This requires the ability to lift files, open filing cabinets and bend or stand as necessary. The employee must occasionally lift, organize, and set up office products, supplies, boxes, tables, booths and related materials weighing up to 20 pounds.

**FIELD OPERATIONS DIRECTOR JOB GROUP**

**Field Operations Director I: Level 6**

This is an entry level/developing Field Operations role that has minimal or no supervisory responsibilities. The person in this role is generally new to this position and is learning and developing the required skill set and responsibilities of the role. The role will focus on learning and executing more tactical responsibilities but will also provide some level of leadership to administrative functions. A bachelor’s degree is preferred; 2-4 years of experience preferred.

**Field Operations Director II: Level 7**

The person in this position is a developed and experienced Field Operations Director. The person is knowledgeable, experienced, and fully understands the commitments and responsibilities, and has developed a proficient skill set. They are capable of assuming greater responsibility and oversight for financial and budget management, providing logistical leadership, exercising independent judgment, creating and managing websites, social media, and corporate communications on behalf of the supervisor and organization, and independently overseeing and running projects. A bachelor’s degree is preferred and 4+ years of service and/or experience is required. This level may potentially have supervisory responsibility for other FODs.

**Senior Field Operations Director: Level 8**

The Senior level demonstrates proficiency in all areas of ministry and the Major Responsibilities. They work in as a partner to the Director to whom they report. Responsibilities and oversight will be more strategic and higher-level in focus. They will likely work closely with their Director on the budgeting and management of staff. This position will likely have supervisory responsibilities and will train, lead, and actively influence other staff and team members. This position will regularly sit in on behalf of the director in key relationships and spaces and will guide the work of others. They coach other regional/department leaders on the essential processes. Additional education, certificates, and/or degrees may be required. 5+ years of service and/or experience is required.

**Senior Field Operations Director II: Level 9**

The Field Operations Administrator demonstrates proficiency in ministry and all areas of the Major Responsibilities. Eight or more years of InterVarsity experience preferred. This position will set operational priorities and provide strategic leadership for the department/region. They sit on the leadership team,providing strategic operational insight and contributing to broader ministry conversations, plans and decisions, while working in close partnership with the Director to whom they report. They will often sit in spaces where they are called on to represent the department/regions values, priorities, and perspectives. They oversee the budgeting process and handle the training of staff in all operational and many onboarding elements. As a leader in the department/region they provide oversight to regional/department leaders to increase the efficiency and effectiveness of their work. Will direct the operational staff in the region and department.

**InterVarsity Christian Fellowship/USA**

**Frame of Reference**

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God’s love, grace and truth:

The purpose of InterVarsity Christian Fellowship/USA is

to establish and advance at colleges and universities

witnessing communities of students and faculty

who follow Jesus as Savior and Lord:

growing in love for God,

God’s Word,

God’s people of every ethnicity and culture

and God’s purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God’s people. Within the context of InterVarsity’s purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

**Values:**

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

**Maturing Disciple of Jesus Christ:**

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: “The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.” In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

**Teamwork:**

Each individual staff person is a vital member of Christ’s body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. “Whatever your task, work heartily, as serving the Lord.” (Colossians 3:23a)