**Associate Director**

Faculty Ministries & GFM Focused Ministries  
Position Description

Supervised by: Director of the focused faculty ministry or Associate Director GFM

Supervises: As delegated  
Status: Exempt  
Location: National (not NSC)

**To advance the purpose of InterVarsity, the Associate Director of a focused ministry will** work with the National Director of that focused ministry to give national leadership and coordination to InterVarsity’s work with students, faculty, and staff in the area of the focused ministry.

**MAJOR RESPONSIBILITIES**

**Grow as a disciple of Jesus:**

* 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, maturity, prayer, and humility in the balance of family, community, church, and ministry life

Expand InterVarsity’s capacity to reach students and faculty within the focused ministry:

* Oversee the creation and implementation of a variety of resources to advance the focused ministry’s work with students and faculty as assigned
* Facilitate strategic training for fruitful ministry among staff and students and faculty in the focused ministry as assigned
* Facilitate strategic training for the focused ministry’s staff, students and faculty to engage in effective cross-cultural ministry as assigned
* Assist the Director in developing nationwide and region-specific student and faculty programs, conferences, and trainings
* Engage regularly in ministry to students and faculty, and, as invited or assigned, participate and speak at conferences and programs
* Oversee the start-up and growth of the focused ministry on campuses as assigned

Partner with the Director in contributing general leadership to the focused ministry department:

* Participate in the focused ministry’s national leadership team to develop the strategic vision and direction, to contribute to the accomplishment of the team’s plans, and to provide national leadership in specific areas
* Participate in interdepartmental meetings in the broader InterVarsity community upon request
* Serve as an ambassador for the focused ministry to InterVarsity staff, supporters, and to the community at large
* Develop and maintain strategic partnerships and relationships with key strategic pastors, community leaders, educators, and business and denominational leaders nationally as requested

**Develop ministry staff in InterVarsity as leaders and disciples:**

* Assist in leading and developing leadership for the focused ministry community
* Provide for pastoral, personal, and professional development of ministry staff where appropriate
* Serve as a facilitator and leader to draw others to faith in Jesus
* Mentor regional and national focused ministry staff with identifiable leadership potential as assigned

**Partnerships and Administration:**

* Maintain healthy partnerships with personnel in the National Service Center (NSC) and be responsive in a timely manner to requests made by NSC departments
* Provide reports to the focused ministry Director, including annual reports and any periodic financial reports as requested
* Develop and follow a personal development plan (PDP) as approved by supervisor
* Assist in ensuring adherence to national policies, procedures, and reporting requirements

**Maintain sound financial status through budget management, fund development, and expense control:**

* Raise agreed upon personal support
* Maintain expenses within established annual budget
* Develop a team of personal prayer and financial support
* Raise strategic funds for the focused ministry as needed
* Assist in ministry partner development (MPD) and ensure MPD training is provided for staff in the focused ministry

**Knowledge/Skills/Abilities**

* Working knowledge of current Microsoft Software applications (Word, Excel, and PowerPoint)
* Excellent social, verbal, and written communication skills
* Demonstrated analytical thinking and problem-solving skills
* Skilled at team building and developing consensus and momentum in group projects and processes
* Strong interpersonal and cross-cultural skills
* Ability to nurture spiritual, personal, and vocational growth of staff
* Demonstrated ability to resolve conflict, including cross-cultural conflict
* Ability to organize events and manage the details involved
* Ability to take charge of teams and tasks; work independently without close supervision

**QUALIFICATIONS**

* Annually affirm InterVarsity’s Statement of Faith
* Ongoing call to InterVarsity and its mission
* Undergraduate degree required, graduate level degree or training in the areas of theology or management preferred
* Minimum five years prior work experience with InterVarsity or other campus ministry strongly preferred
* 3 years’ experience in supervision and training preferred
* Demonstrated ability and commitment to work in a diverse team environment
* Willingness to receive ongoing training
* Willingness to travel periodically

**Focused Faculty Ministries**

**Associate Director, Academic and Theological Engagement**

Associate Director, Academic & Theological Engagement will help lead Faculty Ministry in its vision to see faculty transformed, campuses (universities) renewed and world changers developed. In addition to the duties listed above, this individual will empower faculty to integrate their faith, vocation and academic discipline, connect with Christians in their field of study and integrate faith and provide theological resources for them.

**Faculty Ministry**

**Associate Director, Graduate Line Engagement**

Associate Director, Graduate Line Engagement will help lead Faculty Ministry in its vision to see faculty transformed, campuses (universities) renewed and world changers developed. In addition to the duties listed above, this individual will partner with and support graduate line staff to increase faculty ministry in their Regions and Areas.

**Faculty Ministry**

**Associate Director, Undergraduate Line Engagement**

Associate Director, Undergraduate Line Engagement will help lead Faculty Ministry in its vision to see faculty transformed, campuses (universities) renewed and world changers developed. In addition to the duties listed above, this individual will partner with and support undergraduate line Staff Directors to increase faculty ministry in their Regions and Areas.

**Faculty Ministry**

**Associate Director, Spiritual Formation**

Associate Director, Spiritual Formation will help lead Faculty Ministry in its vision to see faculty transformed, campuses (universities) renewed and world changers developed. In addition to the duties listed above, this individual will develop resources to enhance the spiritual development of faculty and campus administrators.

**Focused Ministry**

**Law Ministries**

Associate Director, Law will help lead Law ministry in its vision to see students and faculty transformed, campuses (universities) renewed and world changers developed. In addition to the duties listed above, this individual will represent InterVarsity in the Christian Legal Society (CLS) & InterVarsity working agreement and coordinate regular CLS Team meetings. The Associate Director will partner with and support line Staff Directors to increase Law ministry in their Regions and Areas and will represent the National Law Director when the director is unavailable to attend such meetings.

**Focused Ministry**

**MBA Ministries**

Associate Director, MBA will help lead MBA ministry in its vision to see students and faculty transformed, campuses (universities) renewed and world changers developed. In addition to the duties listed above, this individual will partner with and support line Staff Directors to increase MBA ministry in their Regions and Areas.

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 focused on the spiritual aspects of their work.

*Team Work*:

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)