

# Associate National Director of MBA Ministry

*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.

Field Ministries Position Description

Supervised by: National Director – MBA Ministry

Supervises: As delegated

National Salary Structure: Level (TBD)

Exempt (TBD)

### POSITION SUMMARY

To advance the mission and purpose of InterVarsity as noted above, the Associate Director of MBA Ministry has significant shared leadership with the National Director to expand, develop, and shepherd InterVarsity’s MBA Ministry.

### ESSENTIAL FUNCTIONS

**Personal Spiritual Duties**

* 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
  + Embrace scriptural standards for behavior and attitudes
  + Practice daily spiritual disciplines
  + Pursue spiritual relationships and involvement in a worshipping community
  + Grow in spiritual understanding, biblical knowledge, ministry skills
* Experience and live out a call to ministry service with InterVarsity
* Model a commitment to whole-life discipleship and the integration of faith with vocation, relationships, study, and every area of life
* Model and encourage a commitment to and love for business students, faculty, and the business community

### Ministry Leadership (as delegated)

* Engage positively with the supervision you receive from your staff director
* Share in leading the national effort by:
  + Assisting in setting the spiritual vision and direction
  + Helping to recruit, hire, and place MBA Ministry campus staff in collaboration with the National Director and local Area Directors
  + Developing pastoral care and training modules for ministry staff, MBA students and faculty
  + Developing training programs and opportunities for spiritual growth and development with MBA students and faculty
  + Helping to advise/Lead conferences and events
* Engage regularly in ministry with MBA students and faculty, potentially serving as a primary staff for unstaffed fellowships in collaboration with local Area Directors
* Cultivate a network of key relationships within the academy, the marketplace, and churches which serve to advance the mission of MBA Ministry
* Participate in on-going training and leadership development

### Pastoral Supervision (as delegated)

* Assist in providing for the specific pastoral care and personal development of those in MBA Ministry (staff, students, and faculty) and other Campus Staff at regional or national events
* Assist in providing for the training and professional development of those in MBA Ministry and other Campus Staff at regional or national events
* Partner in the supervision, leadership and fund development work of those in MBA Ministry
* Mentor ministry staff with leadership potential
* Provide ongoing feedback and evaluation to local Area Director about MBA staff for annual performance reviews

### Administration (as delegated)

* Assist in providing administrative services and financial management that enables ministry staff to do their jobs
* Maintain strong partnerships with National Service Center personnel
* Comply with InterVarsity policies and procedures (including adhering to risk management, financial, legal, and human resource policies)
* Assist in ensuring adherence to national policies, procedures, and reporting requirements
* Provide oversight and implementation for MBA ministry training programs, meetings, websites, and projects

### Fund Development and Public Relations

* Raise 100% of the agreed upon personal and national (MBA specific) financial budget assigned by your supervisor
* Serve as an ambassador of InterVarsity to individual ministry partners, churches, organizations and alumni through prayer letters and various forms of ongoing communication
* Assist in maintaining sound financial status of assigned responsibilities and projects through management of budgeting, fund development, and expense control
* Provide MPD coaching and networking for new MBA staff
* Develop strong partnerships with the Advancement Team for the sake of both MBA Ministry and InterVarsity as a whole

### QUALIFICATIONS

* Bachelor's degree required, graduate degree desired
* Annually affirm InterVarsity’s Statement of Agreement (Doctrinal Basis and Purpose Statement).
* Abide by InterVarsity’s Code of Conduct
* Believe and behave consonantly with InterVarsity’s Human Sexuality Theological Paper
* Affirm and behave consonantly with InterVarsity’s “Women in Ministry Statement of Affirmation” and the Four Commitments of GFM
* Ongoing call to InterVarsity and its mission
* Evidence the characteristics of a life-long learner
* Ministry skills (including the ability to communicate spiritual vision, teach spiritual and biblical principles, plan ministry programs, and spiritually disciple, coach and mentor)
* Minimum six years prior work experience with InterVarsity or other ministry desired
* Willingness to receive ongoing training
* Willingness to travel
* Leadership skills (strong interpersonal skills, ability and commitment to work in a diverse team environment, excellent oral and written communication skills, demonstrated problem-solving skills)
* Ability to organize events and manage the details involved
* Ability to work independently without close supervision
* Intellectual and spiritual maturity
* An understanding of and ability to clearly communicate the gospel, a Christian worldview, and the purpose of MBA Ministry to serve the academy, the business community, and the church
* A deep appreciation for business as a strategic force in improving life and making a Kingdom-difference in people, values, and institutions

# Frame of Reference

**InterVarsity Christian Fellowship/USA**

**Frame of Reference**

All ministers subscribe annually to the Purpose Statement of InterVarsity:

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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 ministers 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 minister 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 ministers to accomplish their work and enhance their focus on the spiritual aspects of their work.

*Team Work*:

Each minister 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 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)