**Director of Presidential Events**Advancement

Position Description

Supervised by: Executive Vice President of Advancement

Status: Exempt

Location: InterVarsity’s National Service Center (NSC) - Madison, WI

**To advance the purpose of InterVarsity, this position will** provide ideas, planning, coordination and implementation of gatherings, events, or experiences for key donor and prospective donor engagement, often with the President. In partnership with Advancement Leaders and the Executive Office, the Director of Presidential Events will work to create cultivation and stewardship activities to fully engage this population with InterVarsity’s current ministry and future vision. This position is not the primary person responsible for InterVarsity’s relationships with major donors. This position may have a team to provide logistical, hospitality, and administrative support.

**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
* Be committed to and live consistently with InterVarsity’s Frame of Reference and Code of Conduct

**Working in Partnership with Advancement and the President’s Office:**

* Collaborate with Advancement leaders to assure that the programs developed for donor and constituents from all segments will provide an important benefit that will encourage additional philanthropic investment in InterVarsity
* Design, organize, and lead Guest Programs at various InterVarsity events with the goal of providing our key donor and prospect constituents a better understanding of InterVarsity’s work and financial need
* Design, and organize President’s domestic and international guest program trips in partnership and coordination with InterVarsity’s field ministry teams
* Design and organize opportunities for donors and prospective donors to get to know the President, one another, and InterVarsity better
* Support the President and top Advancement Leaders in designing, preparing for, and inviting guests to quarterly “investors calls”
* Work with campaign leaders to plan and prepare briefings for key constituents in strategic geographical locations
* Support the President’s Office in making Board of Trustees meetings and President’s Council meetings a high-level InterVarsity experience
* In collaboration with advancement research staff and other appropriate major gift team members, ensure senior leaders have appropriate and timely information for their successful and productive participation in meetings, events and experiences with donors and prospective donors
* Facilitate strategic organizational and personal communication to various audiences on behalf of the President and/or InterVarsity (e.g. President’s Christmas cards, birthday cards, monthly presidential communication, former Trustee communication, etc.)
* Lead and partner internally on logistics of event planning
* Manage and steward organizational budgets to remain within budget according to InterVarsity policies and supervisory direction
* Lead the preparation and maintenance of the list of key constituents for the Presidential events and gatherings
* Coordinate with Communications and Development the communications necessary to invite, include, and thank key constituents around events

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

* Raise an agreed upon portion of budgeted expenses
* Communicate regularly with current and potential donors, churches, prayer support team members, friends and family regarding ministry with InterVarsity

**Knowledge/Skills/Abilities**

* Strong knowledge of major donor development methods and processes
* Working knowledge of Microsoft applications, including Word, Excel, PowerPoint, Outlook, and Access
* Strong oral and written communication skills
* Gifted at functioning in a team environment and meet team goals collaboratively
* Ability to lead the organization of events, workflow, and the details involved
* Ability to handle significant amounts of coordination and details between multiple teams, individuals, and departments.
* Strong written and oral communication skills
* Ability to take initiative regularly and work with minimal amount of direct supervision
* Ability to treat people courteously and diplomatically
* Ability to handle sensitive information in a confidential manner
* Demonstrated ability and commitment to work in a diverse team environment

**QUALIFICATIONS**

* Annually affirm InterVarsity’s Statement of Faith
* Bachelor’s degree required
* At least 5 years of development leadership experience
* Meaningful experience in event production/leadership
* Self-starter/takes initiative
* Excellent interpersonal skills with donors, prospects and their professional advisors
* Possess a strong work ethic and an ability to work independently and solve problems
* Theological and spiritual maturity
* A passion for students and faculty
* A personal calling to campus ministry
* Able to travel regularly

**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.

**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)