

Executive Director of Field Operations & Special Projects

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

Status: Full Time / Exempt
Supervised by: EVP, Field Ministries/Chief Campus Ministry Officer (CMO)
Supervises: Interim Ministry Director, National Director of Volunteer Ministry, Special Projects employees, Field Operations Directors, and other assigned staff
Pay Level: 14
Location: InterVarsity's National Service Center- Madison WI

To advance the purpose of InterVarsity, this position will provide oversight to the field operations and special projects of field ministries, and serve as a liaison to other EVP lines, under the direction of the CMO. The Executive Director provides strategic leadership for national issues and projects as assigned, and is committed to providing leadership to implement the Purpose of InterVarsity.

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.
- Pursue a vibrant relationship with the triune God through engagement with Scripture, prayer, and worship, both individually and in community
- Exercise self-leadership (growing in self-awareness, self-management, relational integrity, and resiliency)
- Embrace and practice Scriptural standards for behavior and attitudes, including those described in the Code of Conduct

Ministry Leadership

- Assist the CMO in positioning Field Ministries for expected future growth
Advance and strengthen campus ministry to ensure that it is in alignment with InterVarsity's purpose and vision
- Serve as a collaborative and productive member of the Field Leadership Team and expertly represent the CMO, acting and making decisions in the best interest of Field Ministries
- Partner with Field VPs, and provide strategic and influential leadership to accomplish national objectives and projects as assigned
- Participate in all Field VP Meetings and in National Leadership Team Meetings when required
- Coordinate national services/resources with the President's Office.
- Partner with the CMO on critical issues and processes between meetings
- Assist the Sr. Assistant to the President/Dir of Exec Office Communications on Campus Access

- initiatives, projects, tasks and situations
- Provide vision and strategic leadership for the Interim Ministry Director and a National Director for Volunteer Ministry
- Provide strategic direction and guidance to the leaders of Steering Committees, task forces, working groups, projects and on-going programs as assigned by the CMO
- Establish and build partnership between the National Service Center, other departments and Field Ministries
 - Collaboratively partner with National Service Center Directors and Departments on strategic projects and committees as a representative of the CMO
 - Partner with Finance and Administration leaders to implement and communicate operational initiatives, policies, and procedures
 - Partner with Human Resources and Learning and Talent in the recruitment and ongoing development of Field administrative staff
- Work with the CMO to recommend policies and procedures to the Executive Leadership Team and the Field VPs
- Assist in the succession planning and transition of FM and organizational knowledge to new FM leaders
- Model good stewardship of organizational resources (e.g., people, time, money, systems, and materials)

Supervision

- Recruit, hire, train, develop, supervise and retain qualified staff
- Supervise the Interim Ministry Director, National Director of Volunteer Ministry, and other FM staff as assigned by the CMO

Administration

- Leads the FM Office Team in developing reports which monitor FM's progress in important areas of leadership (e.g. AFR, Performance Reviews; Chapter Affiliations)
- Participate in the drafting and review of FM and National policies, procedures, and reporting requirements
- Ensure FM adherence to national policies, procedures and reporting requirements
- Partner with Advancement/Communications on a system of communication with FM staff directors and staff that collaborates and coordinates with national communication efforts
- Recommend new or revised systems, methods, programs, and procedures to improve efficiency and effectiveness

Fund Development and Public Relations

- Raise agreed upon support
- Supervise the fund development of all supervisees
- Partner with Advancement to raise funds for FM and strategic initiatives

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Agreement. Abide by InterVarsity's Code of Conduct.
- Thorough knowledge of or the ability to learn: the purpose, vision, ministries and policies of InterVarsity
- A significant combination of field-related ministry knowledge, skills, and experience is required to successfully perform the responsibilities of this role. A typical way of gaining these qualifications would be: a Bachelor's degree, an advanced degree in missiology or theology, a minimum of 8 years of field-related ministry experience, including at least five years of senior management experience (or equivalent)
- Significant theological acuity and spiritual maturity
- Demonstrated ability to raise funds for staff and programs
- Leadership skills, including negotiation, problem solving, decision making, and delegation
- Ability to think strategically and drive results through influence
- Excellent relationship builder and team player who can collaborate effectively with all levels of staff, management, and members of the community
- Skill in handling multiple projects simultaneously and over varying lengths of time

- Strong analytical and strategic skills with a high capacity for managing complexity
- Excellent verbal/written communication skills
- Expertise in matrix management
- Strong conflict resolution skills
- A working knowledge of current Microsoft software applications
- Willing to travel upon request

Executive Director of Field Operations & Special Projects, Field Ministries InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members 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 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)