**Executive Director of the InterVarsity Institute**

Campus Engagement

Position Description

Supervised by: Senior Assistant to the President

Supervises: None

Status: Full-Time/Exempt

Location: National

**To advance the purpose of InterVarsity, this position will** organize will lead an externally-focused ministry which increases InterVarsity’s contribution to and recognition in the Church by training and platforming select InterVarsity staff (i.e., Fellows and Senior Fellows) to serve individuals, organizations, and networks as consultants, teachers, and preachers.

**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

**Develop Ministry Infrastructure:**

* Create a three-year business plan to launch the Institute with a goal of 20-30 engagements per year at the end of the three-year process
* Select and develop training for Institute consulting methodologies
* Design marketing and communications strategies in partnership for Institute and Fellows and Senior Fellows with the Vice President of Communications
* Partner with Vice Presidents and National Directors to align Institute programs with national ministry priorities
* Partner with Advancement Department to raise major gifts, as requested

**Design Content Strategy:**

* Identify core practice areas which reflect the intersection of InterVarsity’s best contributions and the greatest areas of need among external partners
* Curate and develop resources in core practice areas
* Create strategy to communicate core practice area knowledge through in-person, on-line, and media
* Select and develop training for Institute consulting methodologies
* Oversee the creation of an on-line platform in coordination with Digital Ministry Hub leadership

**Build Relationships with External Partners:**

* Represent InterVarsity and the Institute with potential clients (e.g., Christian universities, denominational leaders, ministry executives, etc.)
* Work with Directors of Catalytic Partnerships to increase engagement with external partners
* Oversee client engagement from negotiating contracts to post-engagement evaluation
* Remain aligned with Advancement Department-defined marketing and branding/position goals
* Promote awareness and use of InterVarsity resources (e.g., people, conferences, IVP texts, ministry materials)

**Develop Fellows and Senior Fellows:**

* Identify core practice areas and protocols for the selection of Institute Fellows and Senior Fellows and for the financial arrangements around external engagements
* Mentor Fellows and Senior Fellows as consultants, brand ambassadors, and disciples
* Develop pipeline for Fellows and Senior Fellows
* Partner with InterVarsity Press to develop select Fellows and Senior Fellows as authors

**Provide General Administration:**

* Develop and contact a list of potential donors
* Work within InterVarsity’s policies and procedures
* Report to primary supervisors in a timely manner
* Keep expenses within budget
* Carry out additional administration work as requested
* Participate on External Partnership Team, and other InterVarsity projects, as requested
* Raise ministry budget

**QUALIFICATIONS**

* Annually affirm InterVarsity’s Statement of Faith
* Bachelor’s degree or equivalent experience is required
* Minimum 10yrs experience in donor cultivation and/or developing organizational partnerships
* Minimum 5yrs experience in supervision of people and/or processes
* Effective oral and written communication skills
* Ability to maintain accurate records and files
* Ability to work independently without close supervision
* Ability to develop procedures for doing work
* Ability to think and work strategically
* Visionary thinker
* Ability to adapt to change
* Ability to work under the pressure of deadlines
* Open to learn new concepts, methods and skills
* A working knowledge of current Microsoft software applications (Word, Access, Excel, and PowerPoint) is preferred
* Demonstrated ability and commitment to work in a diverse team environment
* Ability to travel

**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)