**National Director**

Graduate & Faculty Ministries (GFM)  
Position Description

Supervised by: Associate Director of GFM

Supervises: Associate Directors, Assistant Directors, Project Managers, and others for the Focused Ministry

Status: Exempt  
Location: National

**To advance the purpose of InterVarsity, the Director of a focused ministry will** provide vision and strategic leadership for the ministry to establish and advance witnessing communities that reach students and faculty from their focus community and develop them to follow Jesus as Savior and Lord. The Director will also work collaboratively across the Fellowship and build exceptional relationships with the Focused Ministries Leadership Team (FMLT) and others.

**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 a lifelong learner who values the discipleship of the mind

**Leadership:**

* Develop and implement the national vision, purpose, and structure for the focused ministry
* Ensure the goals, activities, and strategies of the focused ministry align with InterVarsity’s Doctrinal Basis, Purpose Statement, Core Commitments, and National Initiatives
* Develop and execute a long-term strategic ministry plan for the focused ministry in line with InterVarsity’s Strategic Plan
* Collaborate with other national and regional field directors to grow student and faculty work among the focus community
* As a member of the Focused Ministries Leadership Team, provide vision, strategic leadership, planning, and decision making for Focused Ministries
* In partnership with the Associate Director of GFM, Focused Ministries serve as a national spokesperson for the focused ministry to InterVarsity staff, supporters, and the community at large
* Collaborate with the Associate Director of GFM, Focused Ministries and other focused ministry leaders to develop effective and contextualized campus ministry strategies for their focus communities
* As a member of the Focused Ministries Leadership Team, attend national and team meetings as assigned

**Supervision:**

* Recruit, appoint/hire, train, develop, supervise and retain qualified team members, and collaborate on field hiring of focused ministry staff
* Build an effective leadership team by facilitating strong collaboration, championing an understanding of organizational interdependencies, and fostering strategic decision making throughout the organization
* Provide for pastoral, personal, and professional development of ministry staff where appropriate
* Resolve disputes via proactive initiatives, trouble-shooting and mediation
* Ensure performance reviews are conducted annually and position descriptions are reviewed and updated regularly

Administration:

* Develop and manage annual budgets for programs and ministries in accordance with InterVarsity policies and procedures
* Assist in ensuring adherence to national policies, procedures, and reporting requirements
* Be responsible for good stewardship and organization of time, money, systems, and materials
* Lead the development and implementation of strategies to recruit, place and fund staff within the focused ministry
* Collaborate with other departments as needed to oversee administrative functions of the ministry, including national office responsibilities, negotiation and authorization of contracts, branding and trademark issues, and activities with other organizations

**Partnerships & Public Relations:**

* Maintain healthy partnerships with personnel in the National Service Center (NSC) and be responsive in a timely manner to requests made by NSC departments
* Build particularly strong working relationships with executive leadership, field staff directors, and focused ministries directors to ensure an integrated approach to field ministries
* Commit to and maintain strong collaborative relationships with supervisors across the Fellowship
* In partnership with the Associate Director of GFM, Focused Ministries serve as a national spokesperson for the focused ministry to InterVarsity staff, supporters, and the community at large
* Network and encourage strategic collaboration with institutions, organizations, churches, ethnic communities, and agencies to advance the purpose of InterVarsity and the focused ministry
* Speak at a variety of staff, student, and public conferences and programs as available
* Interact with pastors, churches, seminary professors, university leaders and marketplace leaders as appropriate

**Ministry Partnership Development (MPD):**

* Maintain all department 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
* Support alternative national MPD strategies and funding processes, as requested
* Oversee department staff’s MPD plans, actions, and outcomes and communicate with staff accordingly
* Complete reporting as required to supervisor, Accounting, etc.
* Ensure department’s compliance with national fund development guidelines and policies

**QUALIFICATIONS:**

* Annually affirm InterVarsity’s Statement of Faith
* Ongoing call to the mission of InterVarsity and the focused ministry
* Bachelor's degree required, graduate degree preferred in the area of theology or missiology
* Minimum six years’ InterVarsity, other campus ministry, or related experience required
* Thorough knowledge of or the ability to learn: the purpose, vision, ministries and policies of InterVarsity
* Supervisory and team building experience with the ability to build consensus and momentum in group projects and processes
* Leadership skills, including negotiation, problem solving, decision making, and delegation
* Strong relationship building skills and ability to collaborate effectively with all levels of staff, management, and members of the community (including ability to minister to diverse ethnic communities and faculty)
* Excellent verbal and written communication skills
* Cross-cultural abilities, including conflict resolution and leadership across cultures
* Demonstrated ability and commitment to work in a diverse team environment
* Demonstrated problem solving skills
* A working knowledge of Microsoft applications (Word, Excel, and PowerPoint) is preferred.
* Demonstrated ability to raise funds for staff and programs
* Willingness and ability to travel extensively as needed

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)