**National MPD Coach (I– Senior)**

MPD – Ministry Partnership Development

Position Description

Position Title: National MPD Coach I – Senior National MPD Coach

Supervised by: Associate Director of MPD and above

Supervises: Will coach and may supervise staff, working toward becoming fully resourced in partnership with existing supervisor

Levels: 7-9

**To advance the purpose of InterVarsity, this position will** train, coach, and provide spiritual and emotional encouragement for new and veteran staff to reach or exceed 100% of their assigned ministry budget.

**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 maturing disciple of Jesus Christ by pursuing a vibrant relationship with the triune God through engagement with Scripture, prayer, and worship, both individually and in community
* Develop self-leadership, particularly working to stay current on emotional and spiritual health, self-awareness, and issues related to development and staff fundraising
* Be committed to and live consistently with InterVarsity’s Frame of Reference (see below) in behavior and attitude

**Train staff in MPD:**

* Incorporate and practice spiritual formation principles and practices throughout the fundraising process
* Provide individualized or group training plans to ensure each staff has had all necessary MPD training
* Train both in person and virtually the MPD core practices which include the MPD cycle (Identify, Engage, Ask, Follow up, Thank, Report) as part of InterVarsity’s MPD training curriculum

**Coach and lead new staff or veteran staff to full funding:**

* Lead staff through the spiritual and emotional engagement of MPD
* Coach and direct core practices through the MPD cycle
* Ensure coaching and training is well-contextualized for the ethnic, gender and geographic diversity of the movement
* Discuss expectations and coaching agreements with each staff
* Schedule and execute weekly coaching calls with staff in order to:
	+ Set clear MPD goals based on national benchmarks and coach using the GROW and situational leadership models
	+ Read and discuss weekly reports in Karani or Salesforce
	+ Analyze prospect lists and brainstorm networks together through network mapping
	+ Discuss emotional blocks to MPD and possible solutions

**Contribute to the effectiveness of the national MPD coaches team:**

* Partner with other national MPD coaches to execute MPD training and coaching
* Consult with fellow MPD coaches, providing helpful resources, advice, and counsel to each other
* Monitor, test, and update MPD core practices
* Provide regular reports to Associate Director of MPD as requested
* Meet virtually 1-2 times a month and in person 2-4 times a year about coaching strategy and effectiveness, and troubleshooting
* Attend and train at field and national meetings as requested representing MPD

**Maintain and develop personal MPD team:**

* Raise 100% of your ministry budget annually
* Identify individuals and churches to partner each year, actively growing your network of relationships
* Engage current and prospective partners annually
* Make asks each year, following up all asks to closure
* Individually thank all partners and communicate with donors monthly via prayer updates
* Review financial reports for accuracy and ensuring that spending is within budget

**Continue professional growth and development:**

* Stay current with development industry changes
* Continually be growing in cross-cultural skills, behaviors, and best practices
* Stay current with computer software used by InterVarsity and the MPD Team
* Pursue opportunities to grow as an MPD Coach, trainer, leader, etc.

**QUALIFICATIONS**

* Annually affirm InterVarsity’s Statement of Agreement. Abide by InterVarsity’s Code of Conduct
* Bachelor’s degree is required
* 3 – 5 years’ experience with personal fundraising
* Effective oral and written communication skills
* Ability to handle multiple projects/people at once, organize events, coaching appointments, travel, training events and the details involved
* Ability to maintain accurate records and files
* Ability to take charge of tasks and work independently without close supervision
* Ability to work under the pressure of deadlines
* Ability and willingness to hold people accountable and have difficult conversations
* Leadership skills including problem solving and strong conflict resolution skills
* Excellent relationship builder and team player who can collaborate effectively with all levels of the organization
* Open to learn new concepts, methods and skills
* A working knowledge of current Microsoft software applications (Word, Access, Excel, and PowerPoint)
* Demonstrated ability and commitment to work in a diverse team environment
* Ability to lift at least 35 pounds
* Willing to travel as needed

**NATIONAL MPD COACH JOB GROUP CAREER PROGRESSION**

**National MPD Coach I
Level 7**This is an entry-level National MPD Coaching position. The Coach is still learning and understanding the Responsibilities of the position but has at least 3 – 5 years’ experience with personal fundraising.

**National MPD Coach II
Level 8**This is a proficient MPD Coach who is knowledgeable and experienced in all the Responsibilities. Six or more years of experience with InterVarsity (or other equivalent work experience) is preferred.

**Senior National MPD Coach
Level 9**This is a Senior level National MPD Coach who models balanced, Biblical maturity in all areas of ministry, and has in-depth and ongoing responsibilities for coaching work while influencing the movement through modeling and teaching. Eight years or more experience with InterVarsity (or other equivalent work experience) is preferred.

**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)