**Regional Alumni Coordinator**

Alumni

Position Description

Supervised by: National Director for Alumni Relations

Status: Exempt

Location: Region where serving

To advance the purpose of InterVarsity, this position will provide leadership and coordination for regional efforts to establish and maintain long-term partnerships with alumni from regional campuses.  Efforts will be focused on keeping alumni engaged in InterVarsity’s mission at their alma mater, and beyond, while seeking to contribute to the ongoing discipleship journey of these alumni.

**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 prizes the discipleship of the mind and stays current on issues related to Alumni, the academy and volunteerism.

**Regional Focus:**

* Work in collaboration and partnership with Regional Director to develop a comprehensive regional plan for developing and sustaining strong alumni partnerships
* Interact with the Regional Leadership Team as determined most useful and effective by Regional Director, participating in Regional leadership meetings as requested.
* Contribute to the development of a regional culture that values genuine alumni partnerships and recognizes them as stakeholders in the mission of InterVarsity
* Collaborate with Area Directors and Campus Staff to develop campus-specific plans for sustainable alumni relations programs.  These plans will include
  + Establishing and/or maintaining campus-specific databases
  + Training staff and staff directors in use of existing alumni-related tools
  + Establishing and/or maintaining a regular campus-specific alumni communication plan
  + Supporting and resourcing local staff in the implementation of Senior Programing
* Collaborate with regional staff and staff directors to develop and implement plans to increase the number of alumni who are giving, advocating, praying and serving to advance the mission of InterVarsity
* Assist regional staff and staff directors by creating an annual project plan (calendar) of alumni-focused efforts and keeping staff aware and accountable to this plan
* Serve as a resource and catalyst for developing relevant alumni services and quality alumni events at the regional and local level
* Partner with regional staff in the work of planning and executing specific alumni events
* Assist regional staff in accessing national alumni resources

**National Focus:**

* Serve as active member of National Alumni Leadership Team led by National Director for Alumni Relations (NDAR)
* Participate in all team meetings as requested by NDAR
* Collaborate with team members to generate ideas and strategies that continue to strengthen local and national alumni efforts across the country
* Collaborate with team members to conceptualize, establish and develop a sustainable National Alumni Association that will serve to keep alumni connected to one-another and to the mission of InterVarsity across the country
* Collaborate with team members to conceptualize, plan and implement national alumni events
* Represent InterVarsity Alumni Relations to constituencies inside and outside of InterVarsity

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

* Raise a portion of budget- salary/benefits/ministry expenses as annual amount or percentage agreed upon
* Communicate regularly with current and potential donors, churches, prayer support team members, friends and family regarding ministry with InterVarsity

**QUALIFICATIONS AND REQUIREMENTS**

* Strong written and oral communication skills
* Ability to lead others through vision casting and influence leadership
* Ability to organize events, workflow, and the details involved
* Demonstrated ability and commitment to work in a diverse team environment
* Excellent communication and interpersonal skills, together with the ability to work collaboratively with colleagues throughout the organization, alumni, other constituents
* Previous experience in supervising or coaching others
* Prior or current experience with InterVarsity as a staff member or student preferred
* Experience working in the area of fund development desirable
* Experience working with events, event management, logistics, hospitality industry desirable
* Experience working with and managing volunteers desirable
* Thorough knowledge of the purpose, vision, ministries and policies of InterVarsity. 3-5 years’ experience in some element of InterVarsity’s ministry preferred
* Demonstrated efforts developing partnerships with alumni within InterVarsity or externally with other associations or student communities
* Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve organizational goals
* Demonstrably strong writing, planning and organizational skills
* Working knowledge of Microsoft applications, including Word, Excel, PowerPoint, Outlook, and Access
* Annually affirm InterVarsity’s Statement of Faith as a maturing disciple of Jesus Christ
* Bachelor’s degree or equivalent education/experience
* Willingness to adhere and comply with InterVarsity staff code of conduct
* Willingness to raise a mutually agreed upon amount of personal support
* Flexible schedule and the availability to travel for occasional business to local and out-of-town management meetings, including the triennial Urbana Student Missions Convention and National Staff Conference
* Open to learning new concepts, skills, and methods

**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)