

## **Director, NCF Professional Ministries**

### **Nurses Christian Fellowship (NCF)**

#### **Position Description**

Supervised by: National Director of Nurses Christian Fellowship

Supervises: Volunteer staff

Status: Part-time, non-exempt (could be full-time)

Location: National, non-NSC

**To advance the purpose of InterVarsity, this position will** oversee ministry to nursing students in their transition into nursing following graduation, continuing their growth as world changers; and develop and manage NCF's professional association for nurses.

#### **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.
- Model a biblical life style
- Be engaged with the profession of nursing, maintaining current knowledge of professional and educational organizations and issues. Keep abreast of trends, scholarship, literature, and research.

##### **Resource Development / Partnerships**

- Build a volunteer network from NCF alumni and nurses who will support ministry on campus, collaborating with the Student Ministries Director to develop and train volunteers
- Oversee the development of Christ-focused resources to support graduating nurses' transition into practice, helping them serve as faithful Christian nurses and change agents in healthcare
- Collaborate with NCF student ministry staff to transition nursing students from InterVarsity/NCF chapters to NCF professional membership (i.e., nursing students become NCF members)
- Foster partnerships with nursing schools and other faith-based organizations to co-develop NCF-sponsored events such as local, regional, and/or national workshops, seminars, conferences, and/or retreats
- Be informed about IVCF Alumni and Graduate Student Ministries (GSM) and collaborate with these ministries as appropriate

##### **Grow and Enhance NCF Professional Nurse Ministry**

- Grow the quantity and quality of witnessing communities of practicing nurses (nurse groups) who follow Jesus as Savior and Lord and advance God's purposes in the world
  - Develop resources for nurse ministry (Bible studies, *Vital Signs* and other newsletters, etc.)
  - Provide guidance and support for NCF nurse group volunteer leaders
- Increase the association membership of NCF through creative recruitment and retention strategies
  - Foster growth of NCF member benefits and creation of an NCF member network
- Manage communication related to NCF membership and professional ministry, including:
  - Follow-up on queries regarding new and existing NCF nurse groups
  - Marketing to new, renewing, lapsed, and potential members
  - Development of member eNewsletters (*Charting the Way*, others as developed)
- Contribute to NCF communications through:
  - Assisting with NCF social media outreach to publish content significant to the vision of InterVarsity, NCF, and a Christian worldview in nursing
  - Supporting ongoing development of the NCF website, especially Nurse ministry web pages, working with the NCF office to keep content current and develop new content
  - Collaborating with the *Journal of Christian Nursing* editorial team
- Assist the National Director as requested with *Nurses Christian Fellowship International* communications and partnership.
- Represent NCF and InterVarsity to professional nursing and other interested groups as assigned

##### **Leadership:**

- Participate and engage fully with the NCF Staff to set vision and direction, prepare annual and long-range plans with measurable objectives, implement and evaluate annual plans, while depending on God in prayer
- Foster an environment of spiritual growth

- Achieve goals while meeting budgets and schedules
- Develop a growing network of ministry partners who will pray for and support NCF ministry financially

**Maintain sound financial status for the ministry:**

- Comply with all of InterVarsity's Ministry Partnership Policies
- Raise agreed percentage of the financial budget for your staff position
- Develop on-going, long-lasting partnerships with NCF members, alumni, faculty advisors, and volunteers
- Communicate regularly with your ministry partners, nurturing the relationship through visits, phone calls, emails, and regular prayer letters
- Identify and invest in advocates who will build networks of volunteers and donors on behalf of NCF in collaboration with other NCF staff
- Maintain expenses within allocated budget

**Assure compliance with InterVarsity policies and procedures:**

- Adhere to all InterVarsity policies
- Follow budgeting and expense reporting guidelines
- Fulfill reporting requirements

**Knowledge/Skills/Abilities**

- Knowledge of professional nursing organizations and activities
- Knowledge of or ability to learn online systems/programs and website editing
- Strong interpersonal and relationship skills
- Excellent oral and written communication skills
- Ability to analyze information critically and effectively and develop solutions to complex problems
- Ability to work with and manage a team long distance
- Ability to maintain confidentiality
- Ability to work autonomously
- Solutions focused and resourceful
- Ability to work with precision and accuracy
- Ability to work under the pressure of deadlines
- Ability to travel up to 15% per year, including international travel
- Ability to work effectively with staff both internally and externally
- Open to learning new concepts, methods and skills
- Demonstrated ability and commitment to work in a diverse team environment
- Engage in healthy relationships and effective work with diverse people and communities
- Commitment to continued professional growth, acquired through publications, seminars, and conferences

**QUALIFICATIONS**

- Annually affirm:
  - InterVarsity's Statement of Agreement and Doctrinal Basis
  - InterVarsity's Code of Conduct
- Bachelors' degree required, Graduate degree preferred
- Current RN licensure in state of residence
- 3-5 years' nursing experience
- 1-3 years' experience in management and supervision
- 1-3 years' experience leading and/or teaching others in small and large group formats
- 1-3 years' experience writing and editing for professional work or scholarship
- Working knowledge of Microsoft applications (Word, Excel, Outlook/Email, PowerPoint) required

**Professional Ministries Director,  
Nurses Christian Fellowship  
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)

**DOCTRINAL BASIS**  
**InterVarsity Christian Fellowship USA**  
**Nurses Christian Fellowship USA**

We believe in:

The only true God, the almighty Creator of all things,  
existing eternally in three persons—  
Father, Son, and Holy Spirit—full of love and glory.

The unique divine inspiration,  
entire trustworthiness  
and authority of the Bible.

The value and dignity of all people:  
created in God's image to live in love and holiness,  
but alienated from God and each other because of our sin and guilt,  
and justly subject to God's wrath.

Jesus Christ, fully human and fully divine,  
who lived as a perfect example,  
who assumed the judgment due sinners by dying in our place,  
and who was bodily raised from the dead and ascended as Savior and Lord.

Justification by God's grace to all who repent  
and put their faith in Jesus Christ alone for salvation.

The indwelling presence and transforming power of the Holy Spirit,  
who gives to all believers a new life and a new calling to obedient service.

The unity of all believers in Jesus Christ,  
manifest in worshiping and witnessing churches  
making disciples throughout the world.

The victorious reign and future personal return of Jesus Christ,  
who will judge all people with justice and mercy,  
giving over the unrepentant to eternal condemnation  
but receiving the redeemed into eternal life.

To God be glory forever.