Vice President, Spiritual Foundations

Position Description

Supervisor: Executive Vice President, People and Culture (CCO)
Supervises: All P&C Spiritual Foundations Programs and Staff, including Staff Care, Spiritual Formation, Theological Formation, Scripture Engagement, and Prayer
Status: Full-time / Exempt
Location: National Service Center in Madison, WI (preferred)

To advance the purpose of InterVarsity, this position, by the empowerment of the Holy Spirit, will integrate into a cohesive strategy the ministries of: Staff Care; Spiritual Formation; Theological Formation; Scripture Engagement; Prayer; and Discipleship to cultivate a vibrant, Christ-centered culture across the Fellowship. The VP, Spiritual Foundations provides leadership that will equip staff for spiritual growth, increase staff vitality and joy in their work, and strengthen Christ-honoring relationships with co-workers in order to accelerate our mission on campus.

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 purpose in the world
- Be a lifelong learner who prizes the discipleship of the mind; particularly staying current on issues of spiritual formation, scripture engagement, discipleship, prayer and theology
- Be attuned to the leading of the Holy Spirit, and demonstrate a vital and authentic spiritual life that is an example to others which provides the credibility to lead Spiritual Foundations across the Fellowship

Leadership:
- Articulate broadly – in partnership with the CCO – InterVarsity’s vision for Spiritual Foundations and assist staff in managing the tension of waiting upon the Lord and taking action to move agendas
- As a member of the People and Culture Leadership Team, provide leadership for the development of vision, goals, strategies, planning and decision making to build Spiritual Foundations across the Fellowship
- Ensure that Spiritual Foundations strategies align with InterVarsity’s Doctrinal Basis, Purpose Statement, Core Commitments, theological position papers and National Initiatives
- Develop long-range Spiritual Foundations plans with measurable objectives
- Integrate the distinct ministries of Spiritual Foundations and create effective approaches to address issues, solve problems and capitalize on opportunities
- Create and implement strategic plans to increase the theological and biblical maturity of all InterVarsity staff
- Lead the development of InterVarsity theological alignment with the goal of bringing congruency between InterVarsity’s beliefs and values, and staff workplace experiences
- Foster and promote an organizational culture of spiritual and theological formation, prayer and dependency on Christ
- Provide biblical and theological reflection on issues, such as: human sexuality, ethnic reconciliation, and justice, etc., and how these issues relate to InterVarsity’s theological positions, ministries, vision, purpose, goals, and strategies
- Lead the NSC Mosaic team and spiritual formation at the NSC
- Provide theological leadership in advancing authentic biblical reconciliation
- Lead a process of implementing broad, ethnically diverse Christian spiritual disciplines that will enable the organization to grow spiritually, become more articulate regarding our Christian mission, and better live out our spirituality by applying their faith in the workplace.
- Develop and communicate a systematic course of action for staff to accomplish specific spiritual objectives
• Model excellence in inductive Bible teaching, preaching, and theological acuity by accepting invitations to teach broadly across the Fellowship
• Mentor other staff in practicing spiritual disciplines
• Model good stewardship of organizational resources (e.g., people, time, money, systems, and materials)

Collaboration:
• Build deeply integrated and collaborative partnerships with the National Leadership Team to serve the entire movement with wisdom and the application of leadership gifts in the role of Vice President
• Partner with organizational leaders to advance their specific spiritual foundation goals and objectives
• Build particularly strong working relationships with People and Culture VPs to ensure an integrated approach to promoting spiritual formation
• Network with and encourage strategic alliances between InterVarsity and institutions, organizations, churches and agencies to strengthen spiritual foundations across the Fellowship
• Partner with Field Ministries leadership to ensure that spiritual foundation goals are met

Supervision:
• Recruit, hire, train, develop, supervise and retain qualified Spiritual Foundations staff
• Build an effective leadership team by facilitating strong collaboration, championing understanding of organizational interdependencies, and fostering strategic decision making throughout the organization
• Organize structures, roles, processes, and accountability loops to optimize resources and achieve goals, expecting direct reports to focus on organizational efficiencies
• Oversee the planning process of major department initiatives
• Resolve disputes via proactive initiatives, trouble-shooting and mediation
• Provide pastoral care for the Spiritual Foundations staff and foster their professional development

Administration:
• Build and implement an effective assessment system for Spiritual Foundation programs
• Develop and manage annual budgets for Spiritual Foundations programs and staff accordance with InterVarsity policies and procedures
• Serve as Risk Manager for the Spiritual Foundations Team
  o Become knowledgeable of and apply appropriate laws, regulations and policies (board and administrative) to situations that expose the Fellowship to risk (legal, ministry or reputational)
  o Consult with Legal/Risk Coordination Team
• Ensure compliance with all InterVarsity policies and procedures
• Carry out management responsibilities as defined by the CCO

Fund Development and Public Relations
• Develop a team of prayer and financial support
• Raise an agreed-upon amount of financial support
• Partner with Advancement to raise funds for Spiritual Foundations strategic initiatives
• Communicate regularly with Spiritual Foundations staff concerning fund development responsibilities
• Accept appropriate speaking engagements, both internal and external

Work Environment/Physical Requirements:
• A designated office space
• Required travel includes, but is not limited to: Ministry Partnership Development meetings, InterVarsity-sponsored training sessions, meetings, and conferences
Regularly required to communicate with others, and routinely use standard office equipment such as computers, phones, photocopiers, filing cabinets, etc.
QUALIFICATIONS

- Annually affirm InterVarsity’s Statement of Faith. Abide by InterVarsity’s Code of Conduct.
- Thorough knowledge of or the ability to learn: the purpose, vision, ministries and policies of InterVarsity
- A significant combination of spiritual foundation/formation knowledge, skills, and experience is required to successfully perform the responsibilities of this role. A typical way of gaining these qualifications would be: a Bachelor’s degree, an advanced degree in Spiritual Formation, Leadership, Theology, or Ministry, a minimum of 8 years of related experience working in a spiritual foundation/formation discipline including coordination and oversight of staff development programs (or equivalent) and at least five years of senior management experience (or equivalent)
- Significant theological acuity and spiritual maturity
- Ability to creatively use technology to reach a geographically dispersed staff
- Prior experience with collecting and using data to assess programs and increase shared accountability
- An excellent track record in leading organizational initiatives, building effective programs, and promoting spiritual growth in organizational settings
- Excellent communication skills with the ability to effectively express ideas, thoughts and concepts verbally and in written or graphic form. Uses appropriate media and approach to present ideas to individuals or groups with required impact.
- Excellent relationship builder and team player who is able to collaborate effectively with all levels of staff, management, and members of the community
- Ability to clearly convey sensitive, complex, urgent or highly visible issues in simple terms that can be easily understood by the audience; is aware of the impact of one’s level within the organization when communicating with others
- Ability to assess and respond to non-verbal cues and unspoken complex sub messages to identify the concerns and interests of others; understands the impact of organizational history and the past and current interactions of management and stakeholders; recognizes one’s own and staff’s stressors and mentors others in the use of appropriate tools and techniques to effectively address stressful situations
- Leadership skills, including negotiation, problem solving, decision making, and delegation
- Demonstrated ability to raise funds for staff and programs
- Strong financial acumen. Experience preparing and managing department and project budgets
- A working knowledge of current Microsoft software applications
- Ability to work with and retain sensitive and confidential information
- Willingness to travel extensively
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)