

## Executive Office Director / Senior Assistant to the President

### Executive Office Position Description

Supervised by: President  
Supervises: Executive Office support staff  
Status: Full-Time / Exempt  
Location: InterVarsity's National Service Center (NSC) – Madison, WI

**To advance the purpose of InterVarsity, this position will** exercise significant discretion in: supporting the President; serving as a liaison with the Cabinet, Board of Trustees, the NSC and others (both internal and external); taking on select projects from the President; and supervising Executive Office support staff.

### MAJOR RESPONSIBILITIES

#### **Assist the President:**

- Serve as Executive Office liaison with Cabinet, NSC, Trustees and various publics (both external and internal)
- Manage logistics for Fall Leadership Meetings
- Oversee the President's calendar
- Anticipate needs in the Fellowship and inform the President

#### **Manage assigned projects:**

- Serve as project manager on ad hoc assignments (from the President)
- Coordinate the biannual Best Christian Work Places Survey
- Coordinate NSC Staff Director Lunches

#### **Oversee the Daily Activities of the Executive Office:**

- Organize systems and assign work to make the Executive Office function efficiently
- Appoint, train, coach and evaluate Executive support staff

#### **Serve the President's Cabinet:**

- Coordinate Cabinet meeting logistics
- Coordinate the annual planning and budgeting processes
- Coordinate with the President on Cabinet members' annual performance reviews
- Draft Cabinet minutes
- Communicate appropriate Cabinet matters to various constituent groups

#### **Serve the Board of Trustees:**

- Coordinate Board meeting logistics
- Aid President in drafting Board meeting agendas
- Be fully acquainted with and ensure that all work meets the standards of the Board Policy Manual, Board By-Laws, Staff Directors Handbook and Staff Handbook
- Coordinate logistics for the Board of Trustees' Annual Performance Evaluation of the President
- Transcribe minutes at all Board Meetings
- Maintain official Board minutes books

**Steward Finances:**

- Assist in the development of the annual budget for the Executive Office
- Monitor contracts, task forces, committees, etc., that are funded through the Executive Office
- Monitor and verify Executive Office monthly financial reports
- Develop and nurture a network of people who provide both prayer and financial support

**Serve in a Key Communications Role for the Executive Office:**

- Communicate with a wide variety of internal and external stakeholders on behalf of the President
- Craft plans, memos and other documents as assigned by the President
- Maintain InterVarsity's national calendar
- Communicate with Cabinet members' administrative assistants

**QUALIFICATIONS**

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree or equivalent experience (required)
- Administrative and organizational skills, including project management
- Campus experience and supervisory experience (strongly preferred)
- Ability to work independently
- Ability to handle information in a confidential manner
- Ability to work under pressure of deadlines
- Ability to raise significant personal support
- Effective oral and written communication skills
- Ability to treat people courteously and diplomatically
- Open to learning new concepts, methods and skills
- Ability to travel occasionally
- Excited about working in a diverse team environment
- Desire to be a contributing member of the NSC community
- Working knowledge of Microsoft Software applications (Word, Access, Excel and PowerPoint)

# **Executive Office Director / Assistant to the President InterVarsity Christian Fellowship**

## **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)