

National Advancement Officer Midwest Cluster

Do you have a passion for college students and faculty? InterVarsity is seeking a National Advancement Officer (NAO), who will work in partnership with ministry leaders and qualified donors to secure major funding for national and regional ministry priorities.

InterVarsity Christian Fellowship/USA® is an evangelical Christian campus ministry serving more than 35,000 core students and faculty on more than 550 college and university campuses nationwide. InterVarsity builds witnessing communities of students and faculty who grow in love for God and learn to serve him in the world. We strive to see students and faculty transformed into confident, committed, and thoughtful Christ followers and developed into people who change the world. We want to see our nation's campuses renewed as places where truth is pursued and faith is respected.

InterVarsity traces its roots to students at the University of Cambridge in the United Kingdom in the 1870s. The first InterVarsity chapter in the United States began in 1938, at the University of Michigan, and in 1941 InterVarsity was incorporated. Today, InterVarsity is in the top 400 largest non-profits in the country, with over \$80 million in annual revenue. Since our inception, InterVarsity has had a deep commitment to campus witness, thoughtful discipleship, a concern for world missions, and multiethnic ministries. InterVarsity has thousands of alumni who have moved into leadership roles in churches, companies, and agencies as authentic representatives of God's kingdom.

We are seeking a full time National Advancement Officer to manage over one hundred major donor relationships in the Midwest, with the expectation of raising a minimum of \$400,000 within the first year and working to exceed \$1 million annually within five years. The funds raised from individuals and foundations will benefit InterVarsity's national, cluster, and regional strategic ministry priorities. The NAO will be part of an expanding Development Team and serve as an essential part of the growing NAO Team in the Advancement department. Additional responsibilities are detailed in the attached position description.

Qualified candidates possess a minimum of 5-7 years of experience in transferable professional roles, specifically with major donor fund development. Candidates are willing to travel 75-90 days per year. Those seeking this position also possess a strong work ethic, the ability to solve problems, have strong written and oral communication skills, are capable multitaskers and exercise sound, independent judgment. Candidates with an InterVarsity background (current or former staff and/or alumni) with strong relational skills and experience in fund development, campaigns, or development will be preferred. A Bachelor's degree is required; advanced degree preferred. All applicants must be able to sign and annually affirm InterVarsity's doctrinal basis of faith.

This full time position is based from InterVarsity's national office in Madison, WI, but applicants are not required to live in Madison. It is recommended they live in or near a major Midwest metropolitan area such as Minneapolis & Saint Paul, Chicago, Detroit, Indianapolis, or Milwaukee. The position includes InterVarsity's full benefits package (medical, dental and vision, 403(b), etc).

Interested candidates please to send a cover letter and resume to:

InterVarsity Christian Fellowship/USA
Attn: Human Resources: Melissa Moser
6400 Schroeder Road,
P.O. Box 7895 Madison, WI 53707-7895
Phone: (608) 443-3776
www.intervarsity.org/jobs

National Advancement Officer

Advancement

Position Description

Primary Supervisor: Vice President Advancement; Director of Development
Secondary Supervisor: National Field Director
Status: Full-time / Exempt
Location: National (non-NSC)

To advance the purpose of InterVarsity, this position will work in partnership with ministry leaders and qualified donors to secure funding for national and regional priorities.

MAJOR RESPONSIBILITIES:

Contribute to the effectiveness of InterVarsity's national and regional funding priorities:

- Results Oriented Fund Development
 - Manage relationships with 100 plus donors (qualified and potential) provided by Advancement and the Cluster
 - In the first two years raise a minimum of \$400,000 annually. Increase this amount raised to \$1,000,000 annually within five years
- Direct Fund Development – 60% of work time
 - Raise annual revenue from new and existing individual donors and foundations to meet fund development goals
 - 40% for regional needs as defined by the NFD and RDs in each cluster
 - 20% for national projects as defined by the Cabinet
 - 40% for the National Strategic Plan (e.g. Vision Campaign, Growth, Evangelism, Leadership Development and Infrastructure).
 - Work in partnership with the cluster NFD, RDs and Staff as well as National Departments to achieve funding objectives
 - Communicate persuasively InterVarsity's ethos, vision, mission, and priorities
 - Implement a gift acquisition strategy for prospects and donors capable of gifts in excess of \$10,000 for clusters and \$25,000 for national
 - Develop donor profiles, set production goals, and utilize an activity calendar to realize revenue objectives
 - Meet donor's stewardship objectives and both national and regional funding goals with a servant's heart
 - Create high quality, compelling case statements in collaboration with the Cluster and the Advancement Department
 - Contribute to written proposals and comprehensive and timely stewardship reports
- Research –20% of work time
 - Research and network to discover qualified individuals and foundations to fund national and regional initiatives
 - Identify deferred giving potential, working in collaboration with our Planned Giving Officer
- Regional Fund-Raising/Stewardship Coaching – 10% of work time
 - Coach staff regarding work with Major Donors and Foundations
- Meetings or Consultation with Staff Regarding Major Donor Fund Development – 10% of work time
 - Participate in team meetings and/or conference calls that are strategically necessary to the accomplishment of the AO's plan
 - Establish and maintain effective working and collaborative relationships with employees at all levels of the Fellowship
 - Achieve strategic goals through team effort

Provide general administration:

- Work within InterVarsity's policies and procedures
- Report to the primary and secondary supervisors in a timely manner
- Keep expense within budget
- Carry out additional administrative work as requested
- Partner with Cluster leaders and Advancement in using MADRID to manage the stewardship of major donors

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree required; advanced degree preferred
- Significant major donor fund development experience with a minimum of 5-7 years of transferable professional experience
- Passionate about InterVarsity's mission to be a redeeming influence in higher education
- Experience with InterVarsity's ministry on campus preferred
- Self-starter/takes initiative
- Demonstrate a quality of spiritual life that is an example to others
- Possess a strong work ethic and an ability to work independently and solve problems
- Comfortable in asking for specific gifts; able to get to Yes!
- Demonstrate highest degree of integrity, professionalism, and spiritual maturity
- Excellent oral, writing, and presentation skills
- Willing to travel 75 – 90 days per year
- Demonstrated ability and commitment to work in a diverse team environment
- Capable of effective collaboration in a highly complex organization
- Willingness to raise personal support as agreed upon with supervisor
- Ability to manage positional budget and expenses
- Demonstrated competence in today's electronic environment
- Living in or near one of the major cities in the Cluster is preferred

National Advancement Officer 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)