Position Description

Major Donor & InterVarsity Engagement Specialist

To advance the purposes of the International Services-USA Office (IFES/USA), the Major Donor and InterVarsity Engagement Specialist will assist with the implementation of the vision and mission of IFES/USA, working under the direction of the US Supporter Relations Manager and in collaboration with the IFES/USA Executive Director and other IFES staff to provide administrative and logistical support. This is a full-time position.

MAJOR RESPONSIBILITIES

# Personal

* Be a maturing disciple of Jesus Christ
* Demonstrate a commitment to IFES/USA vision, mission and objectives

# Executive Director Assistance

* Communicate with a wide variety of internal and external audiences, departments, and organizations serving as a liaison on behalf of the Executive Director
* Provide support to Executive Director with fund-raising planning and follow-up and relationship management with major donors, foundation representatives, and IFES leaders
* Manage and track next steps and follow-up needed from fundraising trips and donor communications
* Provide weekly reminders of necessary donor communications and connections to ensure timely donor engagements
* Provide trip planning assistance by making appointments and travel arrangements
* Assist in the planning and coordination of Board of Directors meetings
* Assist in the creation and distribution of major donor updates and funding asks via direct mail and email
* Assist in managing the IFES/USA database including updating, researching and maintaining records
* Other projects, as assigned

# InterVarsity Conference Offerings

* Coordinate, track and manage communications, offerings and engagement with the IFES national movement in the U.S., InterVarsity/USA
* Sustain and expand the annual number of offerings taken in support of IFES national movements and projects around the world
* Support InterVarsity/USA staff with resources for virtual and in-person offerings
* Responsible for content of materials, including but not limited to supplies and materials for conference offerings, PowerPoints, offering directions, etc.
* Provide special assistance for InterVarsity Board offerings, Chapter Focus Week, National Staff Conference, and other specific offerings
* Coordinate with Donor Services, InterVarsity and IFES/UK with transmittal of gifts, maintenance of online Offering giving page, and implementation of donor engagement program with those who have given to a conference offering
* Stay current on what is happening in IFES to identify and research stories that will communicate to the U.S. audience in conference offering power points in conjunction with the Supporter Relations and GAT teams

# InterVarsity Engagement

* Collaborate with LINK representatives and Missions champions who may attend conferences
* Represent IFES at the LINK orientation and present IFES/USA’s purposes
* Attend the National Staff Conference and engage with InterVarsity staff to build partnerships, promote IFES at a booth and assist with the preparation of the offering

# STAFF-TO-STAFF GRANTS

* Provide administrative support
* Manage communications for grants received, distributions, and reports
* Maintain spreadsheet to track funds
* Coordinate with others to provide reports for Staff Conference and yearly update

# fund Development and Public Relations

* As required, raise a portion of salary in an amount or percentage agreed upon with the Executive Director
* Nurture donor and prayer partner relationships through visits, phone calls, and regular prayer letters
* Communicate regularly with current and potential donors, churches, prayer support team members, friends and family regarding ministry with IFES International Services—USA Office
* Communicate with a wide variety of internal and external audiences, departments, and organizations on behalf of IFES International Services—USA Office
* Engage with counterparts at other IFES International Services offices on a wide variety of issues

# QUALIFICATIONS

* Annually affirm employment agreements including IFES’s Statement of Faith, ethics policy, and others as needed
* Bachelor’s degree or equivalent education or experience preferred
* Ability to handle sensitive information in a confidential manner
* Excellent oral and written communication, language skills
* Cross-cultural sensitivity
* Proficiency in Microsoft Office products and willingness to learn other computer hardware and software applications as needed
* Eagerness and ability to monitor and manage a wide variety of simultaneous responsibilities and work under pressure of deadlines
* Eagerness to learn, expand skills, and welcome broad-ranging, changing tasks
* Ability to take initiative and work independently with a minimal amount of direct supervision
* Prior or current exposure or experience with IFES or InterVarsity preferred
* Available to travel for business to local and out-of-town meetings (including international) occasionally, as needed
* Willingness to raise a mutually-agreed-upon amount of personal support, as required