



Position Description

EXECUTIVE DIRECTOR IFES INTERNATIONAL SERVICES – USA OFFICE (IFES/USA)

The Executive Director of IFES/USA, through visionary, spiritual, and strategic leadership, advances the vision and mission of IFES/USA, supporting IFES' mission in over 180 countries to advance God's kingdom through student-led indigenous Christian movements.

This role is central to the organization's growth with a strong emphasis on fundraising and organizational leadership. This individual oversees fundraising - major donor fundraising, donor cultivation, and building sustainable financial partnerships across the United States. This individual leads the IFES/USA staff team in a way that fosters a healthy, mission-driven, and spiritually vibrant office culture.

This is a leadership position requiring a strategic thinker, relational fundraiser, and a thoughtful staff leader who is deeply committed to evangelical theology and the Great Commission. The Executive Director cultivates a collaborative culture between IFES/USA and IFES and provides leadership for the implementation of IFES' goals and initiatives within the U.S. context.

The Executive Director works under the direction of the IFES/USA Board of Directors in association with the IFES General Secretary and serves as an ex-officio, non-voting member of IFES/USA Board of Directors.

This is a full-time position.

MAJOR RESPONSIBILITIES

PERSONAL & SPIRITUAL LEADERSHIP

- Be a maturing disciple of Jesus Christ, demonstrating integrity, a servant-leader posture, and cross-cultural sensitivity.
- Ensure IFES/USA programs and strategies align with IFES strategic directions, culture, and Statement of Faith.

ORGANIZATIONAL LEADERSHIP & PERSONNEL OVERSIGHT

- Directly supervise the Director of Finance, Director of Operations, and Director of Supporter Relations.
- Provide spiritual leadership to IFES/USA staff; ensure positive team dynamics and working environment; and recruit high-caliber talent as needed.
- Provide executive oversight, strategic direction, and leadership development for the IFES/USA office operations and ensure effective coordination with IFES offices.
- Work closely with the IFES/USA Board of Directors and IFES Chief Operating Officer to develop strategic plans, budgets, and organizational policies.

- Ensure legal, efficient, and effective operation of IFES/USA, using ECFA standards as baseline.
- Maintain compliance with the Articles of Incorporation, By-Laws, and Board-approved policies.

FUND DEVELOPMENT AND PUBLIC RELATIONS

- Set IFES/USA fundraising vision, goals, and strategies in collaboration with the Director of Supporter Relations and the IFES Chief Advancement Officer.
- Coordinate with IFES leadership on the global budget, annual amount to raise in the US, and priority funding needs.
- Responsible for cultivating and maintaining a significant Major Donor portfolio (\$10K–\$500K+ gifts) of individual donors, foundations, and prospective donors.
- Travel regularly (25–40%) to build and maintain strong relationships with individual donors, foundations, churches, and ministry partners across the US.

COLLABORATION AND RELATIONSHIP DEVELOPMENT WITH IFES

- Promote strong relationships with counterparts at IFES International Services—UK and Asia Offices, with goals to minimize duplication and maximize financial efficiency.
- Maintain a current Ministry Cooperation Agreement (MCA/MOU) with IFES and IFES reports to assure compliance with US anti-terrorism and money laundering statutes.
- Engage cooperatively in relevant IFES meetings, including global leaders' meetings, International Services Leadership, and IFES Finance Committee, representing the US partner perspective to IFES leadership.
- Serve as an IFES ambassador in significant events and meetings, including standing in for global IFES leadership, particularly in the US, when needed.
- Provide support for staff and national movements coming to the US for the purpose of fundraising.
- Promote IFES partnership with the InterVarsity/USA leadership, developing and maintaining strong relationships including Urbana, InterVarsity Staff Conference, InterVarsity Link, and regional/area conferences.

FINANCE OVERSIGHT

- Ensure adequate internal controls, financial record-keeping, and accountability (including oversight of annual external audits and IRS filings) to protect IFES/USA financial integrity and reputation.
- Provide oversight to maintain 501(c)(3) status and compliance with IRS, charitable registrations, and federal/state laws and regulations.
- Prepare, submit, and monitor the annual budget for Board approval.
- Ensure adequate resources and reserves to sustain the entity.
- Monitor and manage investments in line with Board policy.

OPERATIONS OVERSIGHT

- Oversee organizational risk management and adequate insurance coverage.
- Annually affirm agreement with required documents including IFES' Statement of Faith, ethics policy, and others as needed.
- Provide oversight of the donor experience to ensure effective and secure systems for processing donations, maintaining donor records, and sharing information appropriately with IFES-UK and IFES-Asia offices.

PROFESSIONAL QUALIFICATIONS

- Senior executive leadership experience (e.g., CEO, Executive Director, COO, or similar), with responsibility for organizational strategy, staff leadership, budgeting, and operational oversight.
- Bachelor's degree or equivalent education/experience required; advanced degree preferred.
- Significant fundraising experience, including major gifts, foundations and grants, donor portfolio management, and multi-channel appeals; experience raising \$1M+ annually preferred.
- Ability to lead and develop teams that steward strong financial and operational systems and expand organizational capacity for fund development.
- Strong initiative and ability to work independently, managing complex workflows and deadlines.
- Experience in international contexts and demonstrated cross-cultural sensitivity, with the ability to navigate the complexities of a global federation and attend to nuanced local realities.
- Excellent written and verbal communication skills. Proficiency in English (spoken and written) required; French and/or Spanish language aptitude desired but not required.
- Ability to raise some level of personal financial support preferred but not required.
- Prior or current experience with IFES or InterVarsity student ministry preferred.
- Professional and personal references required, including references addressing spiritual maturity and character.