

# City Director

<p><b>Classification</b> Exempt</p> <p><b>Funding</b> Deputized Fundraising</p> <p><b>Reports To:</b> National Field Director</p> <p><b>Date</b> October 20, 2017</p>	<p><b>Signatures</b> This job description has been approved by all levels of management</p> <p>Manager _____</p> <p>HR _____</p> <p>Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.</p> <p>Employee _____</p> <p>Date _____</p>
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## JOB DESCRIPTION

### Summary/Objective

The City Director is tasked with bringing forth a healthy IFI ministry location. The City Director's primary role is to recruit, coordinate, train and lead the City Impact Team in the fulfillment of the IFI vision. The City Director will speak on behalf of IFI in the churches of a certain geographical area and develop funding to support the joint local ministry.

### Spiritual Qualifications

- Godly character, meeting the leadership requirements defined in I Timothy 3 and Titus 1<sup>1</sup>
- Teachable and submissive spirit
- Adherence to IFI's statement of faith, core values, and policies

### Other Qualifications

- Person of prayer
- Person of spiritual maturity
- Has a shepherd's heart for the field staff
- Team-building experience
- Enjoys encouraging and helping others succeed
- Has demonstrated ability as a developer of leadership

<sup>1</sup> self control in matters of food, alcohol, and other addictive substances; free from the love of money; not given to anger; practicing hospitality; committed to loving their spouse, if married, and to discipling children (if the Lord has so granted); a forgiving spirit; tested by difficulties; and knowledgeable of the Word of God

- Has discernment and strong interpersonal skills
- Is faithful, loyal and dedicated to both the field staff and to IFI's mandate from the Lord to serve internationals and partner with them to make Christ known among the nations
- Exhibits a positive, professional manner
- Committed to evangelism and discipleship
- Ability to work under stress and be flexible
- Self-starter, able to work independently
- Ability to hold others accountable

### **Supervisory Responsibilities**

The City Director is responsible for the **oversight** of their IFI location by providing pastoral care and support, strategic and mission based focus, and administrative guidance and communication to members of the City Impact Team doing international student ministry at their location. These responsibilities include (but are not limited to):

- Build, manage and lead a City Impact Team consisting of a:
  - Community Liaison
  - Campus Ministry Lead
  - Campus Liaison
  - Online Content and Data Specialist
- Lead team meeting – plan agenda, provide ongoing training, facilitate planning and encourage growth in staff relationship
- Meet individually with staff for assessment and encouragement
- Develop team expectations and assist staff who are not meeting expectations
- Make and execute a plan for strategic growth of the ministry location
- Develop an operating budget which includes:
  - The overall vision for the location for the coming year
  - Recommendations for any structural changes
  - Potential staff changes
- Make financial decisions related to the operating funds for specific programs within approved budgets
- Provide monthly reports addressing what has been happening in the ministry with regards to staff, students, churches and volunteers
- Maintain, update and ensure compliance with organizational policies and procedures

### **Other Responsibilities**

- Develop strategic partnerships with Christian organizations, churches and community groups to assist the fulfilling the mission of IFI
- Maintain personal involvement in campus ministry, including:
  - Starting or participating in Bible studies for international students
  - Developing at least 2 ongoing relationships with international students
- Develop financial support for your personal ministry and for the needs of the location ministry as a whole

- Develop a personal support team through meetings and letters
- Conduct a local banquet in the area to present the needs and opportunities for ministry
- Develop a newsletter to send out to donors
- Other duties as assigned

**Work Environment**

The work environment of this position can be diverse, including a home office setting. Since communication with City Impact Team members is a must, access to phone, computer and/or tablet is essential.

**Position Type and Expected Hours of Work**

This is a full-time, deputized-fundraising, salaried position that requires both consistency and flexibility in scheduling. This position may be called on to work evenings and/or weekends in particular when participating in IFI events.

**Travel**

Depending on your location, travel to the National Office in Columbus may be required within the year. Plan on attending one or more conferences per year to connect with others in similar ministry and to gain further equipping for this role.

**Required Education and Experience**

- Minimum of a Bachelor degree
- Minimum of three (3) years of work experience that encompasses management and leadership
- Experience in cross-cultural ministry<sup>2</sup>

**Preferred Education and Experience**

- Certificate-level completion of Perspectives on the World Christian movement is preferred and if not existent, should be completed within one year of employment with IFI.

**AAP/EEO Statement**


Unless an employee has a written employment agreement with IFI, which provides differently, all employment at IFI is "at-will." That means that employees may be terminated from employment with IFI with or without cause, and employees are free to leave the employment of IFI with or without cause. Any representation by any IFI officer or employee contrary to this policy is not binding upon IFI unless it is in writing and is signed by the Executive Director with the approval of the Board of Directors.

IFI shall follow the spirit and intent of all federal, state and local employment law and is committed to

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<sup>2</sup> Certificate-level completion of Perspectives on the World Christian movement is recommend and if not existent, should be completed with one year of the candidate taking on this position with IFI.

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equal employment opportunity. To that end, the Board of Directors and Executive Director of IFI will not discriminate against any employee or applicant in a manner that violates the law. IFI is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties/responsibilities may change at any time with or without notice.