
Ministry Partner Development (MPD) Manager

Summary/Objective

The Ministry Partner Development (MPD) Manager thoroughly believes fully funded staff is more effective in their ministry with IFI. Support raising is not a necessary evil, rather an integral aspect of a staff person's ministry role with IFI. The MPD Manager is focused on fostering a positive organizational culture as well as organizational systems, training, and development programs that empower all staff to get fully funded and stay fully funded.

Responsibilities

Responsibilities include (but are not limited to):

- **Support Raising Systems**
 - Facilitating, maintaining, and managing the mechanisms by which the organization trains, equips, and empowers their staff in effective support raising
 - Training and equipping appointee support raisers, including basic supervisory responsibilities regarding payroll, benefits, and performance expectations
 - Providing current staff with continued growth and development in their support raising skills, knowledge, and effectiveness
 - Regularly reviewing all staff accounts, then guiding current staff, who are below acceptable support levels, to get back to full-funding
 - Managing, developing, and empowering full-time and/or part-time coaches
 - Developing resources, as needed
- **Support Raising Culture**
 - Being an encouraging and insistent voice for quality support raising throughout the organization
 - Working well with other organizational leaders
 - Developing support raising priorities for an organization
 - Implementing and holding staff to support raising policies and recommending policy revisions
 - Ensuring other leaders in the ministry are informed, empowered, and engaged in enacting support raising policies throughout the organization
- Other duties, as assigned. Duties/responsibilities may change at any time.

Required Qualifications

- Proficient with technology, including Microsoft Office and Google applications
- Understanding of and commitment to IFI's financial policies and ability to hold others accountable thereto
- Models a personal commitment to his/her own support raising and is fully funded
- Demonstrates the administrative ability to manage organization-wide systems and resources
- Demonstrates the relational skills to develop an organization-wide culture through personal modeling, clear communication, working with other leaders, and directing support raising coaches

- Communicates clearly and works well with others, including an ability to lovingly confront as needed
- Well organized with attention to detail and ability to complete tasks independently

Required Spiritual Characteristics

- Adherence to IFI's statement of faith, core values, and policies
- Person of spiritual maturity and have a vibrant and growing relationship with Christ
- Ability to work under stress and be flexible
- Be able to verbally articulate personal faith and a Christian worldview
- Is faithful, loyal and dedicated to IFI's mission to extend life-changing hospitality and friendship to international students out of reverence for Jesus

Required Education and Experience

- Bachelor degree or equivalent work experience
- Experience in managing others in fundraising techniques
- Experience in cross-cultural ministry and/or non-profit organizations preferred

Work Environment, Position Type and Expected Hours of Work, and Travel

The work environment of this position will primarily be an office setting. This is a part-time, deputized fundraising, salaried position that requires both consistency and flexibility in scheduling. Minimal travel is expected to be a part of this position.

Physical Requirements

The role requires an employee to frequently sit and reach with hands and arms and occasionally to stand and walk. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects that weigh up to 30 lbs.

AAP/EEO Statement

Employment at IFI is "at-will." That means that employees are free to leave the employment of IFI with or without notice and with or without cause. Similarly, employees may be terminated from employment with IFI with or without notice and 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 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, national origin, religion, gender, age, and disability. Likewise, it is committed to following federal, state, or local laws.