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# National Field Director

## Summary/Objective

The overall role of the National Field Director is to assist the Location Leaders of IFI ministry locations to be successful in their ministries by providing pastoral care, helping them to stay focused on the mission/vision of IFI, and providing an administrative connection with the IFI organization as a whole. Helping ministry leaders strengthen and grow existing locations is a key focus of this position.

## Responsibilities

The National Field Director will (list not all inclusive):

- Coordinate regularly with Location Leaders to on their ministry activities, plans, goals, and team, inquire regularly how they are doing spiritually, and pray with them
- Ensure that Location Leaders are visited by National Office personnel at least once a year
- Ensure that new ministry locations receive sufficient oversight, coaching, and access to resources
- Meet regularly (in person or via Skype) with the leadership team of IFI
- Help Location Leaders discern when and how to recruit others to join their staff team
- Ensure timely responsiveness from Location Leaders to National Office requests for reports and statistical information
- Work with Location Leaders to determine a work plan and set goals in campus ministry, volunteer mobilization, and team development
- Have an annual evaluation with Location Leaders and ensure that they have an annual evaluation of each staff person in their location
- Ensure that work is being done toward the replication of IFI's ministries in other areas
- Reach out to and represent IFI with other colleges in the area
- Develop a prayer and financial support team (as needed), achieving minimum monetary standards as defined by MPD process
- Other duties, as assigned. Duties/responsibilities may change at any time.

## Qualifications, including Spiritual

- Adherence to IFI's statement of faith, core values, and policies
- Is faithful, loyal and dedicated to IFI's mandate from the Lord to extend God's love globally through equipping Christians to be effective cross-cultural communicators of the Gospel
- Godly character, meeting the leadership requirements defined in I Timothy 3 and Titus 1<sup>1</sup>
- Be teachable, humble, and have a servant's heart
- Ability to work under stress and be flexible
- Self-starter, able to work independently, with strategic planning skills
- Enjoys encouraging and helping others succeed and has ability to hold others accountable
- Has demonstrated ability as a developer of leadership
- Has discernment and strong interpersonal skills

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<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

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### **Position Type, Expected Hours of Work, and Travel**

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

Travel is expected to be successful in this position. Each location needs at least an annual visit. Depending on your location, travel to the National Office in Columbus will be required with some frequency. Plan on attending one or more conferences per year to connect with others in similar ministry and to gain further equipping for this role.

### **Physical Requirements**

The role requires an employee to frequently stand, walk, and reach with hands and arms. 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.

### **Required Education and Experience**

- Minimum of a Bachelor degree
- 3+ years' supervisory experience, including working with and building multicultural teams
- Experience in cross-cultural ministry, preferred
- Certificate-level completion of Perspectives on the World Christian movement is preferred, and, if not existent, should be completed within three years of employment with IFI.

### **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.