

# Regional Alumni Communications Coordinator

Development: Alumni Relations · Position Description

**Supervised by:** GAPS Program Director

**Supervises:** None

**Status:** Non-exempt

**Type:** Part-time (25 hrs/week)

**MPD:** MPD dependent

**Location:** Remote

*To advance the purpose of InterVarsity, this position will produce and distribute quarterly electronic ministry reports to regional alumni lists and regional shared-account donors, written from the perspective of the Regional Director, to keep alumni connected to the ongoing work of InterVarsity in their region.*

## Personal

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world
- Maintaining spiritual disciplines for personal and ministry growth
- Modeling wisdom and maturity in the balance of family, church, and ministry

## Regional Electronic Ministry Reports

- Within the first 90 days, establish and maintain an inbound content collection system for field staff ministry reports, coordinating with relevant stakeholders to ensure a reliable flow of stories, highlights, and prayer content into the role; maintain and expand this pipeline on an ongoing basis
- Collect stories, photos, and ministry highlights from staff across each assigned region
- Collaborate with Regional Directors to develop on-time, on-message quarterly communications that reflect the voice and priorities of the region
- Produce and distribute quarterly electronic ministry reports to regional alumni lists and regional shared-account donors, utilizing established templates and in accordance with InterVarsity's editorial style and brand standards
- Learn and leverage InterVarsity's tools (WeGive, Mailchimp, etc.) to deliver electronic ministry reports effectively, with a commitment to developing proficiency in WeGive as a core competency
- Coordinate with the Alumni Engagement team to ensure reports align with best practices, coordinate template aesthetics for visual consistency, and create opportunities for Alumni Engagement to leverage the reports as a channel for their work
- Integrate regional alumni lists furnished by field staff and area directors into the regional master list
- Participate in Development Communications (DevComms) meetings to coordinate regional alumni communications with broader development communication strategies
- Maintain accurate records and manage production timelines using project management tools
- Adhere to InterVarsity and program-standard operating systems, policies, and procedures

- Partner with the Alumni Development Team to deliver Regional ask campaigns as assigned.

### **Reporting & Analytics**

- Track and report on engagement analytics for each quarterly communication
- Surface analytics to Regional Directors and upward through the Development management stack on a regular cadence

### **Professional Growth & Finance**

- Attend and serve onsite at InterVarsity conferences and conventions as requested
- Maintain professional growth through continuing education
- Raise an agreed-upon amount of financial support; develop an ongoing ministry support team
- Review financial reports for accuracy and ensure spending is within budget
- Represent InterVarsity within the wider Christian community

### **Qualifications**

- Annually affirm InterVarsity's Statement of Agreement
- Bachelor's degree from an accredited university
- Relevant InterVarsity experience that enables effective collaboration with and communication for Regional Directors on regional ministry vision, stories, and prayer; campus or staff experience preferred
- Strong writing, editing, and storytelling skills
- Ability to gather content from diverse contributors and shape it into a cohesive communication
- Familiarity with email marketing platforms and basic analytics
- Knowledge of current Microsoft software applications required
- Ability to work well in a diverse, geographically distributed team environment
- Strong organizational skills and ability to manage recurring production deadlines
- Ability to develop a ministry support team who will pray, support, and give financially