



Title: British Columbia Ministry Administrator

Purpose: As InterVarsity British Columbia continues to strengthen its regional ministries, careful stewardship of our varied resources is vital to healthy growth. This position provides administrative support to various systems, structures, and events, and will bring clarity and effectiveness to the systems that serve InterVarsity's work in British Columbia.

Relationships:

Reports to:

- British Columbia Regional Director

Key Internal Relationships:

- British Columbia Campus Director
- Pioneer Pacific Camp Director
- Donor Services
- Ministry Partnerships

External Relationships:

- Ministry Supporters
- Guest Groups

Key Responsibilities:

1. Personal Development

- Be a growing and developing disciple of Jesus Christ
- Develop areas of expertise related to job assignment
- Be a life-long learner who values the discipleship of mind, body and spirit
- Achieve and maintain personal fundraising targets
- Complete an annual review in keeping with InterVarsity's review schedule

2. Donor Database Administration for region

- Communicate with, and clean up, current donor lists
- Produce and distribute regular and ad hoc reports, using automated capabilities internal and external to Virtuous
- Develop standard and requested database queries as needed.
- Lead by example in maintaining and promoting the integrity and organisation of the donor database environment.
- Identify and implement data clean up and redesign projects as needed.
- Produce mailing lists as needed for regular communications.
- Maintain current documentation of regular procedures completed by this role.
- Provide training and information sessions to BC staff on use of Virtuous.
- Identify opportunities to increase efficiency in regular processes in the users' environment.

3. Marketing and Fundraising

- ❑ Provide logistical oversight to a year-end regional fundraising event:
 - Venue/Catering/ Venue Set Up
 - Sponsorships/ Major donor involvement
 - Marketing and promotions.
 - Ticket sales or registration.
 - Volunteer management.
 - Event follow-up

- ❑ Ability to raise personal support.

4. Ad hoc opportunities to serve ministry needs in the region, including but not limited to:

- ❑ hosting a weekend rental at camp
- ❑ connecting with campus ministry initiatives in a background capacity
- ❑ learning the systems and structures of bookkeeping
 - recoding journal entries
 - conducting bank reconciliations
 - looking for errors in budget and invoices
 - recording daily and monthly transactions

Key Outcomes:

- ❑ Clear leadership and communication of logistical elements of year-end fundraiser event
- ❑ An up-to-date donor list that is easily understood, segmented, and communicated through
- ❑ Creation and implementation of new systems and structures that increase clarity and effectiveness
- ❑ The Virtuous environment for InterVarsity British Columbia is maintained with accurate data that supports the needs of the user community.
- ❑ Staff and donors receive timely information and support.
- ❑ Staff are enabled through training and guidelines to utilise the applications that they have access to (e.g. Virtuous).
- ❑ The growth of all ministries is enabled and empowered by effective administration.

Qualifications:

- ❑ Personal relationship with Jesus Christ and desire to grow as a follower
- ❑ High quality customer service.
- ❑ High-level of attention to detail.
- ❑ Ability to listen carefully and communicate clearly.
- ❑ Capable of work with minimal direction.
- ❑ Independent worker, but also a good team player.
- ❑ Demonstrated problem-solving ability, efficiency and flexibility in a changing environment.
- ❑ Management of sensitive information securely and with confidentiality.
- ❑ Independent learner, keeping up with changes in the applications used.