

Associate Executive Director

Christian Student Foundation of Pennsylvania (CSFPA)

Summary: The Christian Student Foundation of Pennsylvania (CSFPA) a collegiate ministry organization with headquarters in State College, PA is seeking a qualified individual who will work closely with the Executive Director to understand and develop the vision for CSFPA, while overseeing the administration and support base management of the organization. It is our intention that the Associate Executive Director position will eventually succeed the Executive Director and lead the Christian Student Foundation of Pennsylvania.

The applicant must have a calling and a heart for campus ministry with five or more years of experience in a 501(c)(3), be a strong visionary and demonstrate a desire to see the advancement of God's Kingdom through teaching biblical stewardship principles.

In addition, the applicant must demonstrate administrative experience contributing effectively to ministry excellence and quality improvement of a 501(c)(3) non-profit organization. Essential qualities and skills include, but are not limited to, planning, organizational, and management skills, excellent public speaking and communication abilities, great energy and creativity, capacity to work with others, ability to resolve problems, and sound judgment.

As is typical in many ministry organizations, CSFPA is a faith-based ministry relying on faithful contributions of individuals and congregations. Therefore, the candidate is expected to be a primary support raiser for this position.

Review of applications will begin immediately and continue to be accepted until the position is filled. Applications materials should include a letter of interest, resume, and the names and contact information of at least three references.

A detailed job description is available upon request. For additional information or to submit your resume contact William H. (Buzz) Roberts, Executive Director of CSFPA at director@csfpa.com or PO Box 221 State College, PA 16804.

Associate Executive Director

Christian Student Foundation of Pennsylvania (CSFPA)

Primary Responsibilities

- **Oversee CSFPA Administration**
 - Assist in setting vision for CSFPA organization
 - Assist in strategic planning new campus ministries
 - Assist in maintaining CSFPA Operations/Ministry manual
 - Assist in the oversight of CSFPA based Internship programs.
 - Assist in administering CSFPA public relations
 - Website management
 - Brochures and publications
 - Multi-media, marketing, etc.
 - Advance CSFPA at conventions, churches, Bible Colleges, Seminaries, etc.
- **Oversee support-base management**
 - Correspond with donors and other appropriate contacts.
 - Expand support base to non-supporting congregations and individuals.
 - Contribute to these regular mailings
 - *Campus Vision* newsletter
 - Monthly receipts
 - Annual report
 - Maintain donor contact information
- **Oversee Financial operations**
 - Work with CSFPA treasurer/board member(s) in budgeting
 - Establish financial development strategies
 - Oversee CSFPA's planned-giving strategy
 - Endowments,
 - Trusts and Wills
 - Securities
- **Board Operations**
 - Work with board member(s) and ministry area of responsibility
 - Internal reporting (Board and internal management reports)
 - contribution and donor reports
 - treasurers' reports
 - development project update reports
 - Assist with CSFPA Board member recruitment
- **Staff Development**
 - Provides additional training (fundraising) for campus ministry staff
 - Provides additional accountability for staff responsibilities
 - Provides additional ministry support for staff/student leadership teams
- **Development Responsibilities**
 - Communicate with donor and potential donors,
 - Develop and implement CSFPA planned giving strategies
 - Assist ministry staff in creating/developing fund-raising skills.