

## **IVC Regional Director Job Description**

Cofounded by two Jesuit priests over 20 years ago, the Ignatian Volunteers Corps (IVC) is a national nonprofit service organization that provides men and women aged 50 and over with opportunities to serve the poor and marginalized, grow deeper in their faith and transform lives. By contributing leadership skills and life experience into service, IVC volunteers strengthen their communities, create a more just society and bring hope to people seeking to overcome poverty, marginalization, illness and disabilities.

This mission is implemented directly through the efforts of regional offices managed by Regional Directors with guidance, support and supervision from the IVC national office. The IVC Regional Director reports to the IVC National Director of Program Operations and Regional Development. The Regional Director also maintains a strong, on-going relationship with the Regional Advisory Council by sharing timely, on-going information, planning the region's work effort and seeking advice for the best ways to implement IVC regional programs and goals consistent with the National Strategic Framework.

Additionally, IVC, at both the national and regional levels, maintains a direct connection to the U.S. Society of Jesus (the Jesuits) and its local social ministry activities.

### **Job Responsibilities**

1. Cultivate, nurture and build a vibrant IVC community based on Ignatian Spirituality.
2. Recruit and place IVC volunteers in Community Partner Service Sites.
3. Oversee and manage the regional operations of the IVC program, including:
  - Develop and manage the regional budget
  - Recruit, cultivate and maintain relationships with Community Partner Service Sites
  - Work with the "Animator," or other designated individuals to oversee the spiritual component of the IVC program, including monthly meetings and Retreats/Days of Reflection
  - Develop and maintain relationships with "Spiritual Reflectors" for the volunteers
  - Appoint, organize and consult with a Regional Advisory Council in its work to increase staff capacity to manage the IVC program and office and to raise funds for its operation
  - Cultivate and maintain relationships with the local Jesuit Community
  - Raise IVC's regional profile through community partners, events, advertising and outreach
  - Maintain clear, well organized records and provide reports to appropriate individuals, committees and groups in a timely manner
4. Within the parameters of the IVC organizational strategic framework, and working with the Regional Advisory Council, develop regional strategic and operational plans.

5. Implement IVC national policy directives and participate in national facets of IVC life.
6. Participate with fellow regional directors in periodic national networking opportunities organized by the National IVC Director of Programs and Regional Development including attendance at the “Annual All-staff Gathering” (at National’s expense).

### **Job Abilities, Knowledge & Skills**

- Ability to lead, plan, direct and manage all facets of a small, faith-based social ministry office and community, including fundraising to maintain a regional budget, in order to carry-out IVC’s mission.
- Excellent leadership and interpersonal abilities.
- Ability to conduct individual meetings for the purpose of: (1) surfacing various interests connected to the IVC mission; (2) building relationships with volunteers and various potential leaders; and, (3) recruiting individuals to participate in the different aspects of the IVC mission.
- A clear understanding of and ability to articulate the connection between enriched adult spirituality and service for and with individuals, families and communities living in poverty.
- Of paramount importance: effectively organizing, and working with, a local Regional Advisory Council.
- Strong working knowledge of effective fundraising and the ability to organize and/or personally accomplish the region’s fundraising goals.
- Working knowledge of Catholic Social Teaching, adult faith formation and Catholic Church diocesan structures.
- Effective communication skills, both written and verbal.

### **Education & Experience**

- Bachelor’s degree required, in a related field; Masters helpful.
- Working knowledge of Ignatian Spirituality very helpful.
- Proven organization and administrative office management abilities, including technical proficiency in keeping up-to-date, organized and clear records; computer literate.
- Organizing and managing effective fundraising. Direct fundraising experience a plus.
- Volunteer management experience very helpful.