



IVC Regional Director Job Description

The Ignatian Volunteers Corps (IVC) is a national, Catholic nonprofit service organization that provides men and women aged 50 and over with opportunities to serve the economically challenged and marginalized, grow deeper in their faith, and transform lives. By contributing leadership skills and life experience into service, IVC service corps members strengthen their communities, create a more just society and bring hope to people seeking to overcome marginalization.

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 Vice President for Programming and Regional Development. The Regional Director also maintains a strong, ongoing relationship with a Regional Advisory Council by sharing timely information and planning the region's work effort in the areas of recruitment, spiritual programming, and fundraising.

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. Implement IVC national policy and program directives and participate in all facets of IVC's culture of national collaboration. This includes traveling to IVC All Staff gatherings each year.
2. Cultivate, nurture, and build a vibrant IVC community based on catholic social teaching.
3. Recruit and place IVC service corps members in fee-based partnerships.
4. Recruit and cultivate partnerships with local nonprofit organizations addressing issues of poverty and marginalization.
5. Oversee and manage the regional operations of the IVC program, including:
 - Develop and manage the regional budget
 - 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 events, advertising, social media, and outreach.
- Maintain clear, well-organized records and provide reports to appropriate individuals and groups promptly

Job Abilities, Knowledge & Skills

- Ability to lead, plan, and manage all facets of a small, faith-based social ministry office and community, including fundraising to maintain a regional budget, to carry out IVC's mission.
- Excellent leadership and interpersonal abilities.
- Ability to conduct individual meetings for (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 those living in poverty.
- Ability to effectively present the IVC program and cost structure.
- Of paramount importance: effectively organizing, and working with, a local regional advisory council.
- 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.
- Proven organization and administrative office management abilities, including technical proficiency in:



- Microsoft Excel
 - Microsoft Word
 - Microsoft Outlook
 - It is helpful to have familiarity with:
 - Google Documents
 - Database management
 - MailChimp
 - It is helpful to have experience with Social Media tools such as:
 - WordPress
 - Facebook
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- Organizing and managing effective fundraising. Direct fundraising experience is a plus. IVC receives funding through:
 - Grants and foundations.
 - Events
 - Mailed appeals.
 - Donors

Questions about this position may be directed to:
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