

Associate Executive Director

Christian Student Foundation of Pennsylvania (CSFPA)

Focus... provides oversight for CSFPA administration tasks and will be responsible to CSFPA officers.

- **Administration Coordination**
 - Oversee CSFPA office activities
 - Provide oversight for CSFPA Business Manager
 - Provide oversight for Office Staff
 - Advance CSFPA at conventions, churches, Bible Colleges and Seminaries, etc.
 - Set vision for CSFPA organization
 - Establish yearly goals and objectives for CSFPA
 - Strategize and plan new campus ministries endeavours
 - Maintain CSFPA Operations/Ministry manual
 - Provide oversight of Apprenticeship programs
 - Administer CSFPA public relations
 - Update website management
 - Create brochures and publications
 - Develop multi-media and marketing campaigns
- **Support-base management**
 - Correspond with CSFPA donors and other appropriate contacts.
 - Expand support base to non-supporting congregations and individuals
 - Create regular mailings to supporters
 - *Campus Vision* newsletter
 - Monthly receipts
 - Annual report
 - Maintain donor contact information
- **Financial operations**
 - Work with CSFPA treasurer/board member(s) in budgeting
 - Establish fund-raising strategies
- **Ministry development**
 - Oversee existing ministries
 - Evaluate CSF fellowship groups
 - Determine how ministries are in-line with mission, vision and goals of CSFPA
 - Coordinate CSF campus ministry joint activities
- **Board Operations**
 - Work with board members and their ministry area of responsibility
 - Develop internal reporting (Board and internal management reports)
 - Campus ministry reports
 - Treasurers reports
 - Assist with CSFPA Board member recruitment
- **Staff Development**
 - Equip and train campus ministry staff
 - Provide accountability for staff responsibilities
 - Provide additional ministry support for staff and students