

Position: Executive Director

Reporting Relationship: The Crossing's Board of Directors

Description: The Executive Director oversees The Crossing's mission: to celebrate and affirm students of every identity as they explore their spirituality in a constantly changing world. The Executive Director gives direction and leadership toward the achievement of the organization's philosophy, mission, and strategy, and its annual goals and objectives. The Executive Director is responsible for implementing the strategic goals and objectives of the organization, and partners with the Board of Directors to fulfill its governance function. The Executive Director oversees the day-to-day functions of The Crossing.

The Executive Director has leadership responsibilities in four specific areas:

- Administrative Leadership
- Community Relations
- Spiritual Leadership
- Financial and Fundraising

Administrative Leadership:

- Hire and supervise staff, including providing regular evaluation, feedback and opportunities for professional development
- Supervise the work of independent contractors and consultants
- Supervise volunteers
- Perform regular assessment of the goals of the organization
- Submit regular reports to the Board of Directors
- Participate in strategic planning with the Board of Directors
- Hold overall responsibility for the building and grounds
- Foster positive relations with tenants and other groups that use the building
- Work with the Board Development Committee in leadership skill development and team building of the Board of Directors
- Maintain a collaborative leadership style, while also developing a forward looking focus for the organization's development

Community Relations:

- Represent the organization before the University of Wisconsin–Madison and the larger Madison community
- Foster positive relationships with other campus ministries and organizations at UW-Madison
- Maintain good relationships with the supporting denominations
- Maintain communication with local churches and help expand the network of congregations that support the ministry
- Foster sustainable relationships with individual and corporate supporters
- Create promotional materials for the organization
- Work alongside the External Relations Committee in developing and deepening relationships with external partners to The Crossing

Spiritual Leadership:

- Faithfully proclaim the gospel of inclusion, reconciliation, and Christian love
- Offer a safe space for students to raise questions, explore their faith, and share their passion for social, personal and spiritual transformation
- Offer a nurturing environment where all faith traditions (and those without a faith tradition) are honored and respected
- Support the Campus Minister in her or his role of providing pastoral care and accompaniment to students
- Cultivate emerging leadership among students
- Support the Quest Coordinator in planning and executing service trips
- Lead worship, Bible studies, and other educational opportunities
- Preach regularly and (if ordained) preside over the ordinances/sacraments
- Supervise and evaluate the programs offered to and by the student community (e.g., Bible study, service opportunities, Quest trips)

Financial and Fundraising:

- Provide overall administration of the budget
- Develop and nurture network of individual and corporate donors
- Seek out funding opportunities such as grants and scholarships
- Create a budget for the organization in conjunction with the Executive Committee
- Support the work of the Fund Development Committee in developing and maintaining a donor base to increase and stabilize the financial security of The Crossing
- Provide fiscal management of the organization
- Create annual reports for donors and denominational partners

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