

Position: Interim Executive Director

Reporting Relationship: The Crossing's Board of Directors

Description: The Interim Executive Director oversees the day-to-day function of The Crossing, including fundraising; relationship building with donors; staff oversight; denominational, community and ecumenical relations; and other specific roles as stated here. The Interim Executive Director gives leadership toward the achievement of the organization's philosophy, mission, and strategy, and its annual goals and objectives. The Interim Executive Director is responsible for implementing the strategic goals and objectives of the organization, and, with the President of the Board, enables the Board to fulfill its governance function.

The Interim Executive Director has four main areas of responsibility:

- Financial and Fundraising
- Administration
- Community Relations
- Ministry

1. Financial and Fundraising:

- Develop and nurture network of individual and corporate donors
- Seek out funding opportunities such as grants and scholarships
- 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
- Enhance fundraising skills of the Board through training and consultation.
- Create annual reports for donors and denominational partners
- Create a budget for the organization in conjunction with the Finance Committee
- Provide overall administration of the budget
- Provide fiscal management of the organization

2. Administration:

- Provide oversight of staff, in conjunction with the Executive Committee of the Board
- 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
- Support strategic planning efforts of the Board of Directors
- Hold overall responsibility for the building and grounds

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Executive Director

Rev. Karla Schmidt
Campus Minister

Immer Valle
Administrator

Samantha Moritz
QUEST Coordinator

Cody Goetz
Student Intern

- Maintain positive relations with tenants and other groups that use the building

3. Community Relations:

- Represent the organization before the University of Wisconsin – Madison and the larger Madison community
- Maintain good relationships with the supporting denominations
- Maintain communication with local churches and help expand the network of congregations that support the ministry
- Foster good relationships with individual and corporate supporters
- Create promotional materials for the organization
- Maintain positive relationships with other campus ministries at UW-Madison

4. Ministry:

- Support the Campus Minister in providing pastoral care and accompaniment to students
- Support the Quest Coordinator in planning and executing service trips
- Support the Crossing staff in supervising and evaluating the programs offered to and by the student community (e.g., Bible study, service opportunities, Quest trips)
- Faithfully embody the gospel of inclusion, reconciliation, and radical love of Jesus
- 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

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Click [here](#) for application details.

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