FOCUS
Fellowship of Christians in Universities & Schools

Position Description

AREA DIRECTOR - FOCUS NEW JERSEY

FOCUS, the Fellowship of Christians in Universities and Schools, is an interdenominational youth ministry established in ten areas along the East Coast. For more than six decades, FOCUS has invited independent school students in grades 6-12 to explore a life of faith that is real, adventurous, intellectually sound, and practical to daily life. During the school year, FOCUS pursues this goal through area-based activities and discipleship, both one-on-one and in small groups. From May through August, we offer a variety of Summer Programs, most of which take place at our Martha's Vineyard Study Center.

Position Description:

The New Jersey Area Director will be responsible for all aspects of area ministry, including program delivery and managing the relationships between staff, students, parents, volunteers, school faculty, donors, and the local community we serve.

Specifically, the Area Director will:

- Develop and implement a vision for the Area in keeping with the FOCUS ministry-wide vision to reach independent school students for Christ.
- Work with the Director of Field Ministry and the Area Sponsoring Committee (ASC) to develop short- and long-term goals and strategies to meet the Area's needs.
- Minister directly to students and teach biblical truth when:
    - Leading Bible studies, worship, and prayer for leaders and students.
    - Organizing and speaking at local and national school-season and summer programs.
    - Organizing and leading discipleship groups and Bible studies for students, both on and off campus.
    - Facilitating leadership training for volunteers and students.
    - Planning and executing weekly and/or monthly outreach events for seekers.
    - Conducting contact work by attending plays, games, and concerts, spending time with students over outings, and providing spiritual counsel. This work is a critical aspect of the position as it offers opportunities to teach the Gospel in real-life terms that speak to the group we are looking to reach.
- Serve as a direct source of communication with parents, families, school administrators, faculty, and area churches to build and strengthen relationships.
- Maintain direct and routine communication with the FOCUS Director of Field Ministry and other National Office functions such as Development, Operations, and Human Resources.
- Oversee, encourage, and develop Area staff and volunteers as part of an Area-wide team, including establishing and supervising each staff member's work responsibilities.

- Establish and implement an annual budget in coordination with the ASC, Director of Field Ministry, and Chief Operating Officer, and manage the Area's ministry expenses.
- Fundraise, in conjunction with the ASC, for the area operating budget by developing and maintaining relationships with donors, and planning and coordinating special fundraising events.
- Participate in ministry-wide initiatives and committees.

Position requirements:

The ideal candidate will have:

- A passion for the Christian Gospel, and will be required to sign and abide by the FOCUS Statement of Faith.
- A strong interest in youth ministry. Some familiarity with independent schools and culture is strongly preferred.
- Faithful participation in a local church and a commitment to ongoing personal spiritual development.
- Ability and willingness to commit himself/herself to FOCUS for a minimum of three years. FOCUS assumes that all staff will stay with FOCUS until a clear call from God determines other plans.
- Availability to lead five weeks at summer programs on Martha's Vineyard and to attend three staff meeting sessions in January, May, and August annually.

Compensation:

FOCUS provides a package that includes:

- Competitive salary, depending on experience/education.
- Comprehensive Health, Dental, and Short Term Disability insurance for Full-Time staff. Monthly premiums are currently paid for in full by FOCUS, requiring no premium contribution from the staff member.
- Eligibility to participate in voluntary contributions to the FOCUS-sponsored 403(b) Retirement Plan. FOCUS provides a dollar-to-dollar match to contributions, not to exceed 5% of eligible wages, once tenure eligibility requirements are met, and may also provide a discretionary contribution on an annual basis.
- 4 weeks paid vacation/year.
- 10 Paid Time Off (PTO) days to be used as personal/sick days.

Please visit our employment page, infocus.org/employment, and apply online. You may also upload your resume and cover letter to the application portal. Any questions, please reach out to Rebecca Farquhar, Director of Human Resources: hr@infocus.org.

For more information on our ministry, visit us at www.infocus.org.