



Job Opening

Purpose of InterVarsity Press

As an extension of InterVarsity Christian Fellowship/USA, InterVarsity Press serves those in the university, the church and the world, By publishing resources that equip and encourage people To follow Jesus as Savior and Lord in all of life.

JOB TITLE: Director of Finance & Fulfillment Operations

Supervised by: Publisher

Supervises: Accounting Manager, Customer Contact Center Manager, Distribution Center Supervisor, General Services Manager

Also Serves as Principal Liaison with Periodic IVCF On–Site Human Resources Personnel

Status: Full-time, Exempt

PURPOSE:

To advance the purpose of InterVarsity Press, this position will provide for the overall senior level management of InterVarsity Press' finance, operations, legal and, in partnership with the IVCF human resources department, HR tasks and initiatives.

MAJOR RESPONSIBILITIES:

Manage InterVarsity Press Finances by:

- Developing annual and long-term budgets that reflect positive cash flow and meet the strategic needs of the InterVarsity Press
- Providing regular and special financial reporting to the Publisher and Senior Leadership Team (SLT)
- Arranging for short and long-term financing with IVCF Treasurer, as needed
- Ensuring that an appropriate financial analysis is conducted in the awarding of all product proposals, major special marketing and sales arrangements, and all capital purchases
- Collaborating with the Accounting Manager to ensure a thorough, timely and successful annual audit process
- Understanding the royalty processes of a publishing house

Provide Senior Leadership to the Fulfillment Operations by:

- Managing the senior leaders of the Distribution Center and Contact Center

- Overseeing the budget and expenses for those teams
- Negotiating Shipping Contracts
- Developing and maintaining good working relationships with vendors
- Ensuring service excellence for internal and external customers
- Staying abreast of fulfillment operational demands and guidelines of major trading partners and working in partnership with informational technology to ensure we meet them and minimize penalties for non-compliance

Manage IVP Security by:

- Coordinating security of the building and its assets
- Overseeing related areas such as business continuity planning, loss and fraud prevention, credit card security and a formal security awareness program
- Establishing, documenting and distributing security policies and procedures related to the building, property and physical assets
- Providing leadership to IVP's disaster preparedness

Administer IVCF Legal Policies by:

- Ensuring that all IVP contracts are developed and approved based on IVCF Legal guidelines
- Advising IVP personnel on directions to take when legal questions are involved
- Serving as the primary liaison between IVP and the IVCF legal department, in partnership with Publisher

Provide On-Site Leadership to the Administration of IVCF Human Resource Polices by:

- Ensuring that all employees have a current position description and receive an annual performance review
- Overseeing at a high level new-employee on-boarding
- Ensuring that all employees are aware of HR policies
- Keeping IVP supervisors up-to-date on IVCF HR policies
- Interacting with IVCF HR Director and period IVCF on-site HR personnel in developing HR policies
- In collaboration with the Publisher, maintaining a fair and equitable compensation plan for the Press
- Training new supervisors in the HR responsibilities of their positions
- Functioning as an "approver" for all changes to IVP personnel in the IVCF Workday system

Provide Senior Leadership to IVP's Fulfillment Operations Work by:

- Calling and leading regular meetings related to operations for on-going fulfillment aspects of our business
- Calling and leading special meetings related to operations for special projects, facilitating strong cross-departmental collaboration and communication
- Overseeing, monitoring and evaluating InterVarsity Press' fulfillment operational performance

Provide General Services for InterVarsity Press and its Staff by:

- Supervising the senior General Services personnel, ensuring staffing for the reception area, purchasing of office supplies, all mailroom functions, and all interior and exterior building maintenance and grounds keeping (landscaping and snowplowing services)

- Providing for daily operation of physical facilities by selecting janitorial, HVAC and security services
- Projecting long-term facilities' space requirements and managing any facility expansion projects
- Selecting office equipment and furnishings to meet staff needs

Participate as a member of InterVarsity Press' Senior Leadership Team (SLT) by:

- Working to ensure open communication with all other SLT departments
- Supporting InterVarsity Press's purpose and values through all actions, communications and decisions
- Providing financial analysis, graphs, charts and similar information for all SLT annual, quarterly or monthly gatherings where such information is needed
- Participating in all strategic planning work with an eye toward being "director of the whole"
- Committing to the expressed SLT aspirations for its members' work together

QUALIFICATIONS:

- Annually affirm InterVarsity's Statement of Faith as a maturing disciple of Jesus Christ
- Bachelors degree in business required; MBA and/or CPA preferred
- Proven management experience in developing and leading people in finance and operations roles
- Proven effective experience in project management
- Experience with legal aspects of a corporation's work
- Demonstrated experience with vendor partnership negotiation
- Ability to learn quickly and to adapt to changing requirements both internally and externally
- Proven track record contributing well to a senior leadership team context
- Demonstrated skills in conflict management
- Clear, collaborative and effective communication
- Flexibility to attend Urbana Student Missions Conference every three years, Dec. 26-Jan.1, and National Staff Conference every three years (the year after Urbana), approximately Jan. 3-8

Submission Instructions:

If interested in applying for this role, please send cover letter and resume to Karin DeHaven, executive assistant to the Senior Leadership Team, at KDeHaven@IVPress.com by October 1, 2017.

Disclosures:

We anticipate the position will be filled by November 1, 2017 and desire for the new Director of Finance and Fulfillment Operations to begin no later than December 1, 2017. A PDF of our formal application including the doctrinal basis referred to in Qualifications above can be found here:

<https://www.ivpress.com/media/default/downloads/misc/jobapp02-16.pdf>