



Disciples Seminary Foundation
Position Description: EXECUTIVE DIRECTOR

The Executive Director of the Disciples Seminary Foundation leads an institution created for, and dedicated to, the support of students in theological education for leadership in diverse faith communities.

In this role, the Executive Director will:

- Be responsible for fostering relationships with partner institutions, donors, and other stakeholders.
- Provide oversight to all DSF staff, seeking to create a culture in which staff are allowed to fully utilize their skills and abilities.
- Serve as the chief financial agent in managing and forecasting budgets, as well being instrumental in developing fundraising strategies.
- Work closely with the DSF Board to develop and implement a shared vision of Disciples Seminary Foundation.

Qualifications:

A. Required:

- An awareness of emerging trends and opportunities in theological education.
- Experience in an administrative position of leadership
- Theological, educational, and/or related graduate degree
- Willingness to live within commuting distance of Fullerton, California, and be present where the main DSF offices are currently located

B. Preferred:

- Experience in fund-raising and fund-development
- Ministerial standing in the Christian Church (Disciples of Christ)
- Willingness to teach courses or seminars (if invited) by a DSF partner school

Essential functions for the DSF Executive Director include:

- Create and maintain a spirit of mutuality that allows the Board and Executive Director to carry out the mission and vision of DSF.
- Maintain transparency and best practices for fiduciary and other administrative matters which facilitate Board governance, ensuring resources and budgeting are aligned with DSF objectives.
- Help identify and cultivate major donors in conjunction with other development efforts.
- Communicate regularly with the Board and attend meetings with committees to facilitate short-term and long-term goals and objectives.

- Preserve and expand the total assets of DSF.
- Understand and implement best practices for the institution: i.e. DSF policies, legal requirements, compliance as a non-profit organization, etc.
- Serve as the primary spokesperson and public image of DSF representing the ministry throughout the life of church, as well as in ecumenical contexts.
- Possess an awareness of and sensitivity to cultural diversity and the needs of racial/ethnic/and LGBTQ+ students.
- Provide pastoral leadership and presence for the DSF student community and staff.
- Build a network of relationships with individuals and groups who are historically connected to DSF, or have potential to become related to DSF, e.g., alumni/ae, racial/ethnic ministries, regional partnerships, Council of Theological Education of the Christian Church (Disciples of Christ), United Church of Christ entities, etc.
- Work to strengthen and expand communication opportunities related to sharing news and information about DSF through a variety of media, including print and virtual media.

Salary Range

The salary range for this position is \$85,000 - \$95,000 plus benefits of healthcare and pension.

Equal Opportunity Statement

“Disciples Seminary Foundation is committed to a policy of equal employment opportunity for applicants and employees. Employment decisions will comply with all applicable laws prohibiting discrimination in employment. DSF is committed to being an LGBTQ affirming, anti-racist, and pro-reconciling Foundation.” (from the DSF Employee Handbook)

TO APPLY, please send:

1. A letter of interest
2. An up-to-date resume or curriculum vitae

Please note: If clergy, your search and call papers should be updated with the Office of Ministry of the Christian Church (Disciples of Christ).

SEND these as a .pdf document to:

DSFsearch@nbacares.org

DEADLINE: FRIDAY, MARCH 31st