

UNIVERSITY CHRISTIAN MINISTRIES, INC.

Center for Christian Study, 128 Chancellor St., Charlottesville, VA 22903
(434) 817-1050

The Center for Christian Study (CCS), a nonprofit, Christian education and outreach institution adjacent to the University of Virginia in Charlottesville, is seeking an Executive Director. We are looking for a multifaceted individual who can effectively function in four key areas: 1) leading and supervising staff in implementing the CCS ministries; 2) teaching Christian theology and applying a biblical worldview to current culture; 3) fundraising and promoting the vision of CCS; and 4) managing the practical aspects of CCS operations.

The candidate must have a heart for the gospel and the university, be committed to Christian ministry in an academic setting, and have demonstrated skills managing a professional team, administering a thriving organization, fundraising, and teaching the Bible. The candidate must also be able to represent the vision and ministries of CCS through speaking, teaching and writing. Ultimately, all activities must be grounded in an unwavering faith in Jesus Christ and a commitment to biblical truth.

Minimum Requirements:

- Commitment to the Lordship of Jesus Christ and a high level of spiritual maturity
- Agreement with the CCS statement of faith (www.studycenter.net)
- Passionate ownership of and commitment to the vision and mission of CCS
- Education and experience consistent with the job description (seminary or other appropriate graduate degree strongly preferred)
- A successful track record of: leading professional staff; administering a complex organization; teaching and applying the Bible
- Effective communication and writing skills
- Strong interpersonal skills
- Strategic, critical thinking and problem solving abilities

While applications will be accepted until a new Executive Director is hired, applicants are encouraged to respond by January 31, 2009. Applications should include a letter of application and a current CV. All communication will be held in strict confidence. CCS is an equal opportunity employer, and does not discriminate in hiring on the basis of race, national origin, gender or disability.

Send applications to the Chairman of the Board: Ms. Krisan Marotta, Center for Christian Study, 128 Chancellor St., Charlottesville, VA 22903 or by email to search@studycenter.net Further information can be found at: www.studycenter.net

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Executive Director Profile

The Executive Director is responsible for leading the staff in implementing the mission and vision of the Center for Christian Study (CCS) and for developing and maintaining its financial and administrative affairs under the authority of its Board of Directors. CCS is owned and operated by University Christian Ministries, Inc.

- The Executive Director leads the staff and constituents of CCS by personal example in study of and devotion to scripture, prayer, and service to others.
- The Executive Director leads, enables and supports the staff in developing and implementing CCS plans and programs, and in evaluating these programs in accordance with the vision and mission statements of CCS.
- The Executive Director is responsible for the financial management of CCS, including overseeing and implementing the fundraising strategy and annual budget.
- The Executive Director is responsible for supervision of CCS staff, including interviewing and hiring employees; planning and directing their work; encouraging professional and spiritual growth; appraising performance; addressing complaints and resolving problems.
- The Executive Director oversees the administration of CCS, including: maintenance of the building and property; reviewing contracts, rental agreements, and house rules for residents and groups using the facility; and developing organizational and administrative policies for Board consideration.
- The Executive Director engages in such teaching, speaking, and writing as will promote CCS as articulated in the vision and mission statements. This may involve teaching classes and seminars, writing articles, speaking at conferences, preaching and teaching in seminaries, and at colleges, universities, and churches.
- The Executive Director is responsible for support of all activities associated with the Board of Directors, including keeping the Board informed of the state of the ministries of CCS and consulting regularly with the Chairman of the Board, the Chairman of the Operations Committee, and the Chairman of the Development Committee.