Position Title: Director of the Overseas Ministries Study Center

Background: The Overseas Ministries Study Center at Princeton Theological Seminary is seeking a new Director to begin on July 1, 2023. As an academic program of Princeton Theological Seminary, OMSC is committed to engaging in God’s mission by amplifying the voices of the world Christian movement. Established in Ventnor, New Jersey in 1922, OMSC moved to New Haven in 1987 and then to Princeton in 2020, where our work is fully embedded as part of the seminary community. Each academic year, we welcome a cohort of global partners (local and cross-cultural church leaders, scholars, and artists) from the global south to campus, produce a quarterly academic journal, and sponsor several ground-breaking program initiatives. The Search Committee will begin their review of applications on January 31, 2023.

JOB PURPOSE: The Director of the Overseas Ministries Study Center is responsible for the oversight and development of our Residential Study Program, the International Bulletin of Mission Research (SAGE), Artist in Residence Program, the Gerald H. Anderson Lectures, Lamin Sanneh Research Grants, Digital Curriculum and Certificate in Lived Theology and World Christianity, English Translations of Christian Scholarship, and, in collaboration with the World Christianity faculty, organizing the annual PTS World Christianity Conference. OMSC is located in Academic Affairs, and the Director reports to the Dean and Vice President of Academic Affairs. The Director supervises two full-time staff and three part-time staff, while collaborating closely with several departments across the seminary.

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<th>ESSENTIAL FUNCTIONS:</th>
<th>% of time</th>
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<td><strong>Leading OMSC@PTS</strong></td>
<td>25%</td>
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<td>Oversees the daily work of OMSC staff and our collaborations with seminary departments, including the President’s Office, Academic Affairs, Business Office, Housing, IT, Digital learning, Media Services, Communication, Library, Student Life, Chapel, Continuing Education, Hospitality and Events Services, and the World Christianity Faculty.</td>
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<td>Works with OMSC and seminary staff to welcome and support our global partners during their time of residency.</td>
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<td>Participates on the steering committee of the art@pts initiative and curates our art collection of more than 200 works.</td>
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<td><strong>Leading OMSC@PTS Programing</strong></td>
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<td>Recruits and selects global partners for our annual residential study program.</td>
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<td>Oversees the seminar program, lectures, individualized educational experiences, and academic projects of our global partners.</td>
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<td>Recruits an Artist in Residence each year and, with OMSC staff, creates opportunities to display their work, including at our annual gala.</td>
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<td>In collaboration with the World Christianity Faculty, selects lecturers for the annual Gerald H. Anderson Lectures, which are delivered at the PTS World Christianity Conference in March.</td>
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<td>In collaboration with the World Christianity faculty and with OMSC staff, organizes the annual PTS World Christianity Conference.</td>
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<td><strong>Representing OMSC@PTS Externally</strong></td>
<td>15%</td>
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<td>Builds strong relationships, cultivates donors, and oversees the preparation of grant applications to support OMSC@PTS’s signature programs and new research initiatives.</td>
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With OMSC and seminary staff, develops OMSC@PTS’s national and international academic and networking profile by participating in academic conferences (AAR, PTS World Christianity Conference, Yale-Edinburgh Meeting, ASM, and IAMS), and through our website, monthly newsletter, and regular blog.

**Thought Leadership**

30%

Edits the *International Bulletin of Mission Research* (SAGE), recruits a diverse body of ecumenical authors, writes the quarterly editorial, adjudicates submissions, recruits academic peer reviewers, and with the help of our managing editor and SAGE, oversees the entire publication process from drafts, copy-editing, proofs, and publication.

With OMSC and seminary staff, oversees the development and delivery of the Digital Curriculum and Certificate in Lived Theology and World Christianity and English Translations of Christian Scholarship, which are published in the *IBMR*.

With OMSC staff and a selection committee of academic experts, oversees the Lamin Sanneh Research Prize application, selection, and award process.

**Developing Philanthropy**

5%

With OMSC staff and seminary’s advancement office, develops fundraising strategy.

With OMSC staff and the seminary’s advancement office, oversees annual appeal, develops legacy giving, and offers named opportunities for designated gifts and seminary campaigns.

**Total**

100% time

**OTHER FUNCTIONS:** Serves as requested on committees, task forces and community groups; partners with standing committees, and organizations in the field to share best practices and build partnerships.

**QUALIFICATIONS**

**CREDENTIALS REQUIRED:**

Requirements:

1. Executive leadership experience, including academic administration, budgeting, and staff oversight.
2. Development experience and experience with foundation grant programs.
3. Commitment to the Christian faith and to the local and global church in its rich diversity.
4. Experience in a church-based cross-cultural mission program.
5. A Ph.D. or Th.D. in an appropriate academic field, graduate-level teaching experience and record of publications.
6. Editorial experience with a professional academic journal.

The Director should have the following qualities:

1. Commitment to the mission of Princeton Theological Seminary and capacity to embrace OMSC’s mission, legacy, and future with passion and vision as part of the seminary community;
2. Ability to lead as part of a team;
3. Ability to bring together individuals and groups from different traditions;
4. Intellectual disposition for initiating creative projects in keeping with our mission;
5. Interpersonal and communication skills as a spokesperson for OMSC’s work;
6. Requisite academic training and experience to engage the seminary’s community of faculty, students, staff, alumni, and constituencies.

**Leadership Profile:**

1. Someone of proven leadership ability, with requisite administrative and managerial skills.
2. A team builder with a collaborative management style who has excellent communication and organizational skills, and the ability to foster positive relationships.
3. Someone who is energetic, thoughtful, and able to work creatively with a wide variety of constituents and stakeholders.
4. A person who is open, solicitous of ideas, and willing to learn.
5. Someone skilled in recruiting people to participate in projects and research.
6. A creative thinker of high integrity who is sincere in his or her efforts and transparent in his or her actions.
7. A seasoned manager who will wisely steward OMSC’s annual budget of $600,000 under the oversight of the seminary’s Business Office.
8. An accomplished person who is knowledgeable in the field and has a passion for Mission Studies, World Christianity, and Intercultural Theology and awareness of the networks and institutions dedicated to serving the wider church.

PHYSICAL / ENVIRONMENTAL DEMANDS:

This description reflects essential functions of the position, it does not restrict tasks that may be assigned or changed at any time.

Prepared by: Tom Chester/Tom Hastings  Date: