



## Position Description: Executive Director

**Chesterton House, a Center for Christian Studies at Cornell University, is seeking a new Executive Director.**

Chesterton House owns and operates men's and women's residential facilities adjacent to the Cornell campus, and additionally serves the Cornell community by providing public lectures, arts events, discussion forums and courses for credit in Biblical Studies. The ministry is a founding member of the Consortium of Christian Study Centers and an affiliate of Cornell United Religious Work, where the Executive Director serves as a university Chaplain.

The Executive Director advances the mission of the Chesterton House by casting vision, setting priorities, and developing funding, as well as overseeing all aspects of operations. The Executive Director reports to the board of directors and manages the staff of the ministry.

Primary roles and responsibilities include:

### **1. Development and Donor Relations**

Generate the revenue necessary to fulfill the mission and vision.

- Develop and execute an annual development plan;
- Continually grow base of prospective supporters;
- Identify, cultivate, solicit, and engage major donors;
- Diversify revenue stream with grants and program service revenue

### **2. Organizational Leadership**

Cast the vision for a robust intellectual Christian presence at Cornell to all stakeholders—students, staff, supporters, etc.

- Continually communicate the mission and methods of the ministry;
- Lead strategic planning and communicate strategic priorities;
- Build and maintain unity of relationships and of purpose;
- Promote the mission of the ministry through speaking and publishing

### **3. Administration and Program Oversight**

Oversee, directly or indirectly, all aspects of the ministry's programming.

- Plan and oversee annual budget; maintain responsible financial management practices;
- Recruit, select, train, develop, and manage staff and volunteers;

- Oversee effective planning and execution of ministry operations, including events, courses, and residences;
- Ensure the ministry has proper infrastructure, systems, and procedures.

#### **4. Board of Directors and Institutional Relations**

The Executive Director serves as an ex-officio member of the Board of Directors and liaison to Cornell United Religious Work. As such, the Executive Director must:

- Work with board members on board development, fundraising, and strategic planning;
- Keep the board informed of any financial or other threats to the ministry's welfare;
- Act as liaison between board members, advisory board members, and other stakeholders.
- Serve as ambassador of Christ and of Chesterton House to Cornell United Religious Work, Cornell University, local churches and the broader Ithaca community;
- Nurture partnerships with campus ministries, local and supporting churches, and other partner institutions (e.g., Gordon College);
- Maintain active involvement in the Consortium of Christian Study Centers, for advancement of the CH ministry.

This is a full time job that often involves travel, as well as frequent engagements on evenings and weekends.

#### **Qualifications**

1. Academic: Ph.D. required. Biblical and theological literacy, as well as an understanding of university life, are necessary.
2. Leadership: Demonstrated ability to develop and communicate vision, lead strategic planning, motivate others and work with a board of directors.
3. Management: Minimum of five years of previous organizational management experience required, preferably in the non-profit sector.
4. Pastoral / Interpersonal: Ability to mentor students and work with a wide variety of stakeholders from a variety of traditions.
5. Entrepreneurial: Ability to grow a small organization amidst rapidly changing circumstances by seeking new opportunities and forging strategic partnerships.
6. Missional: Commitment to the Chesterton House mission and agreement with Chesterton House statement of faith.

#### **Personal Characteristics**

##### ***Spirituality:***

- Profess faith in the Triune God of Holy Scripture, and affirm the Chesterton House statement of faith;
- Maintain active participation in, and accountability to a local, biblically grounded church;

- Model a Christ-like attitude and lifestyle, including relational accessibility, principled decision-making, and regular times of prayer and Bible reading.

***Character:***

- Exhibit servant leadership—listening well, extending hospitality, and prioritizing the needs and spiritual growth of those whom we serve;
- Model integrity in relationships; affirm the Chesterton House lifestyle covenant;
- Maintain confidentiality with respect to student conversations, ministry policy, and disciplinary issues, subject to the policies of the ministry and requirements of Title IX of the Higher Education Act, Federal and State laws, and regulations governing Chaplains at Cornell University.

Interested applicants should forward their Curriculum Vita to Dr. Frederick Barber, DSL, Chairman of the Board, at [fab9@cornell.edu](mailto:fab9@cornell.edu).

For more information about G.K. Chesterton House, please visit our website at [www.chestertonhouse.org](http://www.chestertonhouse.org)