

Interim Dean Disciples Divinity House at Vanderbilt

The Board of the Disciples Divinity House at Vanderbilt invites applications for the role of Interim Dean. This individual will oversee the mission of the Disciples Divinity House (DDH) at Vanderbilt, maintaining the DDH vision of shaping outstanding ministers for the Christian Church (Disciples of Christ) through this supportive community of faith and Vanderbilt Divinity School (VDS), recently named a “Seminary that Changes the World.” We are located in Nashville, Tennessee, an “It” city celebrating cultural diversity and a friendly, growing environment.

This is a part-time (3/4) position requiring 30 hours per week with a start date of July 1, 2018 and continuing until a permanent Dean is selected. Salary negotiable based on experience.

Email a resume or CV to DDHinterimsearch@gmail.com

Inquiries will be received through January 15, 2018. Candidate review and interviews will begin January 16 with the hope of finalizing a contract by April 1 to begin July 1, 2018.

TIME OF TRANSITION

After more than 20 years as Dean of DDH, Mark Miller-McLemore is retiring on June 30, 2018. Discussions are underway with leadership at VDS about the future relationship between DDH and VDS. The DDH board is working to envision and negotiate different models of relationship. At this point it is unclear what that relationship will ultimately look like or how long it will take to find clarity in order to begin a search for a permanent Dean. While that work is being done, the Interim Dean will oversee the mission and daily life of DDH.

JOB DESCRIPTION

The Interim Dean will oversee the mission of the Disciples Divinity House (DDH) at Vanderbilt during a time of transition, maintaining the DDH vision of *shaping outstanding ministers for the Christian Church (Disciples of Christ) through this supportive community of faith.*

Generally, the Interim Dean:

- Develops smaller, intimate communities that students call home and from which they can more comfortably navigate the complexities of a large university;
- Provides academic and personal support to residents;
- Promotes social interaction, engagement, accountability and leadership within a setting that honors the diverse needs and backgrounds of the population;
- Recruits new student residents to Vanderbilt Divinity School (VDS) and the Disciples Divinity House at Vanderbilt, assisting prospective students with the admissions process;
- Fosters and supports a sense of community and supportive ethos for entire DDH community (which includes 20 residents as well as all Disciples students at VDS);
- Provides support/mentoring/academic/professional guidance for all Disciples students;
- Arranges for programs for students to learn more about the Christian Church (Disciples of Christ) and the practice of ministry;

Administrative responsibilities to support the primary mission include:

- Evaluates and supervises DDH staff;
- Works with and supervise DDH administrator on property, rent, house logistics, finances and other administrative tasks;
- Works with and supervises DDH Development Director on fundraising;
- Provides reporting and communicate with the Executive Committee of DDH Board;
- Fosters communications with current Divinity School students, DDH and Disciples alums, donors and churches, building community;
- Executes required reports to the Internal Revenue Service, the Christian Church (Disciples of Christ) and financial grant benefactors.

MINIMUM QUALIFICATIONS

Successful candidates will have earned a Master of Divinity or theological equivalent or a master's degree in higher education related to student life or student development; possess the ability to demonstrate excellent communication skills, including active listening; exemplify solid administrative skills, preferably with awareness of nonprofit management; be flexible and able to handle a variety of projects at once.

A background check will be performed after a conditional job offer is made. Consideration of the background check will be tailored to the requirements of the job.

PREFERRED QUALIFICATIONS

Preference will be given to ordained ministers of Christian Church (Disciples of Christ) with at least five years of congregational or chaplaincy experience. Preference will also be given to professionals with at least five years of residential student life experience in higher education *and* who are deeply familiar with the Christian Church (Disciples of Christ) and its process of theological education for ministry.

Experience with financial management, supervising staff, offering academic advising or teaching, and community building skills are also highly preferred, as is experience working with undergraduate or graduate students and university faculty.