

## **Position Description**

### **Associate Director, Louisville Institute**

The Louisville Institute (LI), funded by Lilly Endowment Inc. (LEI), awards research grants and fellowships to those who lead and study North American religious institutions, practices, and movements promoting scholarship that contributes to the flourishing of church, academy, and wider society in North America. As part of a team, the Associate Director provides administrative leadership to Institute research grant programs (Pastoral Study Project grants, Project Grant for Researchers, Sabbatical Grant for Researchers, First Book Grant for Scholars of Color), as well as advocates for pastors and other ministry practitioners in the research work of the Louisville Institute in the fulfillment of the mission of the Louisville Institute.

#### **I. Reporting**

- A. The Associate Director reports to the Executive Director
- B. The Associate Director coordinates her/his/their work with the Assistant Director under the overall supervision of the Executive Director

#### **II. Leadership Qualities**

- A. Strong administration skills, highly organized, and able to inspire self and others to establish specific goals and achieve them in a timely fashion.
- B. Pro-active and experienced working with issues of cultural competence, inclusion, equity, and anti-racism
- C. Exemplifies working collaboratively with a team in a culture of creativity, respect, and collegiality within the Louisville Institute and Louisville Seminary

#### **III. Responsibilities**

- A. Administer Research Grant Programs (Pastoral Study Project, Project Grant for Researchers, Sabbatical Grant for Researchers, First Book Grant for Scholars of Color) including planning, selection, budgeting, convening, and evaluation of the Research Grant Programs.
- B. Advocate for pastors and other ministry practitioners in the work of the Louisville Institute. Develop and implement programs that serve ministry practitioners, focus on the different expressions of ministry, and bring pastors, other ministry practitioners, and academic researchers into conversation with one another.
- C. Take a lead in helping LI understand the nature of “pastoral and ministerial research,” especially as it appears in the Pastoral Study Project grant program.
- D. Recruit and gather diverse and expert for all selection committees
- E. Maintain familiarity with all Louisville Institute programs and representation of the same on the Institute’s website and other social media locations in collaboration with the LI Communications Coordinator
- F. Interpret the Institute’s mission and communicate its work to various audiences.
- G. Develop and implement programs that bring faith community leaders into conversation with scholars

- H. Cultivate and maintain relationships and partnerships with higher education groups and guilds that focus on the study of religion.
- I. Remain current with developments in the study of religion in North American, with particular attention to diversity and social justice
- J. Strengthen the relationship between the Louisville Institute and those who have participated in its programs, Advisory Board, and gatherings
- K. Advise potential applicants to all Louisville Institute programs about the viability of their projects for funding before submission with special attention to connecting academic study to the vitality of communities of faith
- L. Assist in preparation of budget concerning above activities and oversee expenditure of those funds and prepare written reports about Grant Programs.
- M. Attend Louisville Institute Advisory Board meetings and other meetings of the Religion Division of Lilly Endowment Inc., as invited.
- N. Participate regularly in the life of Louisville Seminary, including its worship life, community activities, and governance structures and committees.

**IV. Qualifications and Skills**

- A. Terminal degree in field related to religion required. D.Min., Ph.D., or Th.D in theological studies, religious studies, or related discipline preferred.
- B. Experience of service within a faith community
- C. Previous experience managing grant programming and resources
- D. Exhibits excellent written and oral communication skills and well-developed ability to listen to others
- E. Willingness to travel
- F. Ability to interact remotely and help design online and in-person conferences

**V. Opportunity for Teaching at Louisville Seminary**

An Associate Director with a terminal degree will have opportunities to teach at Louisville Seminary. The commitments of the Louisville Institute to generate knowledge, communicate insights and nurture practices that help to foster and sustain human flourishing melds well with the commitments of Louisville Seminary. Louisville Seminary welcomes LI faculty to share their gifts with the wider Seminary community.

**Equal Employment Opportunity**

Louisville Seminary is an equal opportunity employer, and complies with all applicable employment laws. The Seminary does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status or disability.

The Associate Director is an employee of Louisville Presbyterian Theological Seminary d/b/a Louisville Institute. With recommendation from the Institute’s Advisory Board, and upon nomination by the Executive Director, the Associate Director of the Louisville Institute is appointed by the President of Louisville Seminary.

—Revised December 15, 2020