



Job Announcement **Transitional Executive Director**

The Reformed Institute of Metropolitan Washington

Founded in 2003, the Institute aims to equip those who make use of its offerings with a clear understanding of what it means to be Reformed, and to help them make creative use of the Reformed tradition's resources in addressing contemporary problems and concerns. While giving special attention to the current teaching and practice of the Presbyterian Church in the U.S.A, the Institute does not focus its work on any single view of the nature of Reformed belief and practice but supports and encourages the diversity of faith traditions within the Christian fellowship, and indeed fosters respect for the religious beliefs and practices of humankind throughout the world.

To fulfill its mission, the Reformed Institute pursues initiatives intended to meet the needs of different kinds of people, including lay leaders, church members interested in taking advantage of opportunities to learn more about their faith tradition, as well as particular sub-cultures within the life of the church, such as teens and pre-teens professing their faith. Thus, in a typical year the Institute may offer a program that includes:

- a convocation that brings in a well-recognized speaker to explore a topic demonstrating the relevance of the Reformed tradition to contemporary life;
- one or more leadership development events designed to acquaint elders, deacons, and other church officers with aspects of the Reformed tradition;
- a confirmation retreat, which brings together confirmands from area churches in order to educate these young people about the Reformed faith tradition;
- opportunities for individual congregations to connect with the Institute's "Company of Teachers," a group created for the purpose of providing churches with qualified teachers, most with advanced degrees, on subjects pertaining to Reformed Christianity;
- courses also taught by members of the Company of Teachers that are open to all members of the sponsoring churches as well as other interested people;
- occasional events, typically lectures or panel discussions on specialized topics having to do with the history of Reformed Christianity and the challenges currently facing the PCUSA.

In its first fifteen years, the work of the Institute has been led by an executive director and a program coordinator in close collaboration with a board of directors, including both clergy and laity, drawn from its sponsoring churches in the metropolitan Washington area. These churches have supported the Institute financially through an annual donation to its budget.

The Position of Transitional Executive Director

The next Executive Director comes to the Institute as it moves from being founder-led into the next phase of its mission. This director will be expected to bring to the task a vision of how best to equip Christians of all ages for God's work in the world along with experience in and talent for heading an organization that is fundamentally collaborative. A love for and intimate familiarity with the Reformed Tradition as well as an

intellectual curiosity about how this tradition intersects with and can help our modern society are both prerequisites; an entrepreneurial spirit for the future of the Institute is also essential. Thus, the transitional Executive Director has two broad tasks:

1. **Foster a clear path forward for the work of the Institute, in collaboration with the board of directors and appropriate members of the Company of Teachers.** Such a path will be in keeping with the Institute's long-standing mission of building up a laity knowledgeable about their tradition as Reformed Christians and equipped to further God's purposes in the world with commitment to our own values as well as respect for the faith traditions of others. Such a path will also, however, lead into new directions as God's Spirit leads and the Reformed community of the metropolitan Washington area needs.

The successful candidate will have: a deep understanding of the Reformed tradition; experience in Christian education of adults; a capacity for envisioning future avenues to explore for the Institute; and a willingness to work collaboratively with officers and members of the board of directors while at the same time an ability to exercise leadership within such a group.

2. **Ready the Reformed Institute, in collaboration with the board of directors, to advance its mission and new endeavors on a sound financial and organizational basis.** Such a sound basis will reflect the collaborative principles cherished by the Reformed Tradition; it will also have a strong financial component that allows the transitional director and his or her associates (officers & members of the Board of Directors) to dream boldly about the Institute's future in the assurance that funding for those dreams are available or can be reasonably raised.

Thus the successful candidate will have: a talent for (re-)imagining the best structure for the Institute, including appropriate staff to support its program; the energy and drive to lead the implementation of the Institute's goals; a capacity for fund-raising; and experience managing a budget of \$60,000 or more for complex programming as well as the staff needed for support.

The transitional Executive Director is expected to perform the following tasks as part of the Reformed Institute's annual cycle of programming as he or she helps the Institute reshape itself for the future:

- Take primary responsibility for the development and execution of all the Institute's programs (with the active collaboration of the Program Committee), to include the recruitment of speakers, teachers, etc;
- Take responsibility for raising the funds necessary to underwrite the programs of the Institute (with the active collaboration of the Development Committee);
- Oversee the management of the Institute's finances (in collaboration with the other officers, especially the Treasurer);
- Recruit paid staff or otherwise provide staff support for several committees, especially the Program, Development and Communications Committees, potentially including a director of development; program coordinator; program associate/webmaster;
- Take primary responsibility for liaison with the Institute's sponsoring churches;
- Oversee the work of the board, in collaboration with the other officers and in keeping with the Institute's By-Laws.

In its proposal for continuing the Reformed Institute,¹ the Board of Directors offered the following as the sorts of projects the transitional executive director could be asked to explore as part of the Institute's future:

¹ This proposal was approved by the Board of Directors at a meeting on April 20, 2018, and ratified by votes of the sessions of sustaining churches, which were presented at the Board's June 30, 2018, meeting.

- Collaboration with Princeton Theological Seminary (PTS) in a major annual event, to be held in the Washington, DC, area, exploring a particular topic of public policy from the perspective of the Reformed faith;
- Continuation and strengthening of the RI's Company of Teachers, to resource the educational work of local congregations;
- Continuation of an annual Confirmation Retreat for youth from area congregations;
- Organization of local events, as needed and desired, that flow out from the annual faith and public policy event held with PTS
- Organization of other events as needed and desired – occasional lectures on the Reformed faith, classes, forums

Candidates for the position of transitional Executive Director of the Reformed Institute should have appropriate educational training and degrees. The director will be appointed by and answerable to the Board of Directors of the Institute. The position is part-time (no more than 20 hours per week), and the expected term of appointment is for up to two years (2019-2021). At the present time the Institute is able to offer only token financial compensation for this position, but that can be expected to increase as the resources available for that purpose grow.

Interested candidates should send a cover letter and *curriculum vitae*, including at least three references, by October 15, 2018 to:

MAIL:

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For more information about the Reformed Institute, its programs and mission, including a list of sponsoring churches and members of the Board of Directors, visit www.reformedinstitute.org.