



Position Description for Executive Director of the Center for Religion and Public Life

FLSA Classification:
FT/exempt

Salary Grade/Level: A17

Position Title: Executive Director of the Center for Religion and Public Life

Reports to: President

Date Created/Revised: February 2025

Phillips Theological Seminary offers theological education dedicated to learning the way of Jesus in order to cultivate vital congregations, communities, conversations, and the public good. The Seminary is affiliated with the Christian Church (Disciples of Christ). Located at the trinium of the Creek, Osage, and Cherokee Nations, and just minutes east of the Greenwood District of Tulsa, OK, better known as Black Wall Street. Phillips is committed to justice initiatives and relational solidarity. We are committed to diversity, interculturality (e.g., Africana, Latinx, Asian, and Indigenous American communities), and justice with attention to the social realities of race, class, ethnicity, gender, and queer expressions of the human experience.

Summary/Objective:

The Executive Director will extend the mission of the Seminary by teaching and facilitating learning aimed at responsible biblical, theological, and historical interpretation to and with progressive faith leaders and networks in the United States and Oklahoma by offering venues for building skills in relational development, communal organization, and advocacy in order to act with God to transform the world.

Essential Functions:

- Serve as the chief spokesperson for the Center for Religion and Public Life, representing its mission to diverse stakeholders.
- Teach courses on Religion and Public Life
- Facilitate the Center being an educational resource for public courses and conferences, blogs, and online information.
- The Executive Director will be a collaborator with other progressive, inclusive, and justice-seeking organizations in order to advance/advocate for the common good for all people in the state and country.
- Build and maintain relationships with faith leaders, policymakers, journalists, and community organizations.

- Develop collaborative projects with organizations committed to progressive, inclusive, and justice-seeking work.
- Expand the Center's presence in Oklahoma and beyond through public events and thought leadership.
- Manage the Center's budget, securing funding through grants, donations, and partnerships.
- Recruit, supervise, and mentor student interns engaged in research and advocacy work.
- Work with the President, faculty, and the Programs Committee of the Board of Trustees to shape the Center's projects and strategies.
- Performs miscellaneous job-related duties as assigned.

(Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.)

Competencies:

- Competence in Public Religion or related field
- Administrative acumen
- Excellent written and oral skills
- Creative thinker
- Experience engaging religious communities and the broader public on complex social issues.
- Experience with grant writing and donor cultivation.
- Ability to develop sustainable funding strategies for program growth.
- Strong financial management skills.
- Experience designing and managing educational programs and public events.
- Ability to create impactful and accessible learning opportunities.
- Knowledge of digital platforms for content distribution and community engagement.

Supervisory Responsibilities:

- Hires, trains, and develops interns and other staff

Work Environment:

This position requires an independent and creative self-starter with great attention to detail. The work environment requires self-management and must be conducive to productivity with timely response to Phillips employees and supervisor.

Physical Demands:

This is an office position requiring minimal lifting or carrying. The ideal candidate must be able to complete all physical requirements of the job with or without reasonable accommodation.

Position Type/Expected Hours:

This position is full-time and requires 40 hours per week. Also will require some evening and weekend hours for special events.

Travel:

Occasional travel required for support of major events and on-site production.

Required Education/Experience:

- A terminal degree or ABD in public religion/theology
- Some experience in collaborating with public officials preferred
- Experience in Higher Education setting preferred

Preferred education/Experience:

- Strong network of connections within faith-based and public policy communities.

EEO Statement:

Phillips is an Equal Opportunity, ecumenical seminary of the Christian Church (Disciples of Christ). We are approved by the University Senate of the United Methodist Church. Phillips Theological Seminary is an equal employment opportunity employer who complies with all federal, state, and local equal employment opportunity laws. The Seminary does not discriminate against employees or applicants based on race, color, national or ethnic origin, alienage and citizenship status, marital status, age, sex, gender (including gender identity and expression), sexual orientation, genetic information, pregnancy, disability, military status, or religion. The Seminary's commitment to equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation, and benefits.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties, responsibilities, and activities may change at any time with or without notice.

Signature:

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee: _____ **Date:** _____