



Executive Director Job Description

DEADLINE FOR PRIORITY CONSIDERATION: MARCH 15, 2025

BACKGROUND



The Bradley Study Center is a center for Christian thought and life at Virginia Tech University, helping students and faculty explore the rich intellectual traditions of the Christian faith and cultivating a thoughtful Christian presence in the university.

Several decades ago, Christian faculty at Virginia Tech began to gather, dream, and pray about how they could work for the good of the University, its faculty, staff, and students, and the Blacksburg community. In 2017 the Bradley Study Center was formed, and hired its first full-time staff. Since then the BSC has offered a wide range of programs to engage Virginia Tech students, faculty, and community members with the great intellectual resources of the Christian faith.

Today, the Bradley Study Center occupies a 2-story dedicated facility, open 7 days/week, at 104 Faculty St., just across Main Street from the VT campus. In addition to event space for speakers and group discussion, the Center provides a student study space and an on-going nexus for Christian hospitality.

The Center is named in honor of Walter Bradley. Walter is a retired professor of materials science and engineering from Texas A&M and Baylor Universities. He published an extensive list of articles which explore the important relationship between science and faith. He has served as a model of Christian scholarship for many years and his personal influence extends to Virginia Tech and beyond. He briefly led the national faculty ministry of Campus Crusade for Christ (now CRU), and was instrumental in organizing a series of national conferences for Christian professors emphasizing both faith-based scholarship spanning the disciplines and professions, and methods of ministry appropriate to faculty members in public colleges and universities.

For more information, visit www.bradleystudycenter.org.

THE OPPORTUNITY

The next Executive Director will be charged with leading the Bradley Study Center forward to the strategic goals encompassed in the Center's Vision 2027.

Building on a solid foundation of intentional Christian community, including an established student Fellows Program, Vision 2027 foresees growing the presence of the Study Center in 3 key focus areas.

Focus 1: **HOLISTIC FORMATION**

Cultivate a vibrant Christian learning community with students and faculty being formed spiritually, intellectually, and vocationally.

Imagine 40-50 undergraduate and graduate students who are actively integrating their Christian faith with their studies and future vocations, along with a vital and diverse community of faculty embracing a distinctive Christian vocation in higher education. Our Fellows initiative is our signature formative program, and over the next five years we want to deeply impact the lives of 30 or more students each year.

Focus 2: **HOSPITALITY, COMMUNITY, & OUTREACH**

Foster a welcoming and diverse Christian community of students, faculty, staff, and community members who feel at home at the study center and who extend grace and hospitality to others.

We are seeking to be a place and community that serves as an "intersection" or "commons" near campus, where students, faculty, and campus ministry staff regularly visit the center for prayer, worship, fellowship, studying, and connecting with others. We value our partnerships with campus ministries and local churches, and we envision the study center as a place of connection for Christians on campus and in the New River Valley.

Focus 3: **UNIVERSITY ENGAGEMENT**

Bear faithful Christian witness in the university, through relationship-building, partnerships, and offering the resources of the Christian tradition to the academic disciplines.

We hope to build on recent successes in university partnerships, such that the study center is widely recognized as a friend to the university, upholding and promoting a classical vision of higher education which includes: the exploration of enduring human questions, unfettered intellectual inquiry, the value of the Christian tradition to academic discourse, and a commitment to Truth and the Transcendent. We do that through regular public lectures and events that engage a broad cross-section of the university community and present Christian perspectives on topics of importance to the university and society.

This is a unique opportunity for a Christian strategic leader to guide the realization of this future vision.

PURPOSE & GENERAL REQUIREMENTS

The Executive Director advances the mission of the Christian Scholars Network/Bradley Study Center (BSC) by casting vision, setting priorities, developing funding, as well as overseeing all aspects of operations and the religious mission for which the corporation is organized. The Executive Director reports to the BSC Board of Directors.

This is a full time job that involves travel, as well as some evenings and weekends.

Qualifications:

- Academic: Ph.D. preferred. Master's degree in theology or humanities required. Biblical and theological literacy, an understanding of university life, American culture, and a familiarity with the purpose and operations of Christian study centers preferred.
- Entrepreneurial: Ability to grow a small organization amidst rapidly changing circumstances by seeking new opportunities and forging strategic partnerships.
- Missional: Commitment to the BSC mission and agreement with the BSC doctrinal standards and Christian Life Standards.
- Leadership: Demonstrated ability to develop and communicate vision, lead strategic planning, motivate others and work with a Board of Directors.
- Management: Preference for at least five years of organizational management experience in the non-profit sector.
- Pastoral / Interpersonal: Ability to work well with a wide variety of stakeholders from a variety of traditions.
- Ministerial: Ordination or Licensure with a recognized denomination or national ministry would be helpful, but is not required.

Professional Skills:

The Executive Director must have strong writing, research, and oral communication skills.

Personal Characteristics:

Spirituality:

1. Profess faith in the Triune God of Holy Scripture, and subscribe to the doctrinal standards required for service on the BSC Board of Directors. (Doctrinal standards will be shared with applicants during the interview process).
2. Maintain active participation in, and accountability to a local, biblically grounded Christian church
3. Model a Christlike attitude and lifestyle, including relational accessibility, principled decision-making, and regular times of prayer and Bible reading.

Character:

1. Exhibit Christlike servant leadership—listening well, extending hospitality, and prioritizing the needs and spiritual growth of those whom we serve
2. Model integrity in relationships, particularly in the areas of fundraising and financial conduct
3. Maintain confidentiality with respect to conversations, policy, and disciplinary issues.

Responsibilities:

Leadership & Vision – 25%

1. Develop and communicate vision, lead strategic planning, motivate others, shepherd staff, build trust with others and work with the Board of Directors.
2. Regularly communicate the mission and purpose of the BSC at Virginia Tech and in the NRV Community, among a variety of venues including churches, campus ministries, and local organizations
3. Promote the BSC's vision of the integration of the Christian faith and learning through public speaking and engagement with scholars and administrators at Virginia Tech
4. Actively seek feedback from donors, potential donors, alumni, parents and other stakeholders regarding the work and effectiveness of the Bradley Study Center
5. Guard the theological and pastoral integrity of the ministry, providing spiritual leadership to staff, faculty and students, and pastoral care when appropriate

Development – 50%

1. Recruit and facilitate a donor development team to help with donor relationships and care
2. Generate the revenue necessary to fulfill the mission and vision of the Center
3. Develop and execute an annual budget and development plan
4. Continually grow the base of prospective supporters through letters, emails, personal contacts, etc.
5. Identify, cultivate, solicit, and engage major donors
6. Diversify revenue stream with grants and program service revenue where appropriate

Administration & Program Oversight – 15%

1. Oversee, directly or indirectly, all aspects of the BSC's programming
2. Plan and oversee annual budget; maintain responsible financial management practices
3. Recruit, select, train, develop, and manage staff
4. Oversee effective planning and execution of BSC operations, including educational programs, email correspondence and website use, regular use of social media
5. Ensure the ministry has proper infrastructure, systems, and documentation.

Board of Directors – 10%

1. Work with the board of directors to advance the mission of the BSC
2. Serve as voting member of the board
3. Work with board members on board development, fundraising, and mission oversight
4. Keep the board informed of any financial or other threats to the BSC's welfare

Salary:

Salary commensurate with experience. Benefits package to be determined. A Ministry Housing Allowance may be provided, if the applicant is eligible for such a benefit.

Application Process:

Please forward a resume or Curriculum Vitae with cover letter to search@bradleystudycenter.org.

ABOUT VIRGINIA TECH

Virginia Tech (VT), officially the **Virginia Polytechnic Institute and State University (VPI)**, is a public land-grant research university with its main campus in Blacksburg, Virginia.



As the Commonwealth's most comprehensive university and a leading research institution, Virginia Tech offers about 280 undergraduate, graduate, and first professional degree programs to more than 38,000 undergraduate, graduate, and professional students across the commonwealth and manages a research portfolio supported by expenditures of over \$650 million. The university fulfills its role as a land-grant institution by fostering a collaborative environment that integrates technology into all disciplines, so that the Virginia Tech community can serve as a force for positive change around the commonwealth, the country, and the world. Through experiential learning, future-focused research, and an inclusive, spirited culture, Virginia Tech strives to accomplish the charge of its motto *Ut Prosim* (That I May Serve).

Virginia Tech has a 2,600-acre main campus in Blacksburg, Virginia; a significant presence across the commonwealth, including the Innovation Campus in Northern Virginia, the Health Sciences and Technology Campus in Roanoke, and sites in Newport News and Richmond; extension and research facilities across the state; a study abroad site in Switzerland; and an 1,800-acre agriculture research farm near the main campus. The campus proper is in the New River Valley and is 38 miles southwest of Roanoke.

With a strong collegiate athletic tradition, the Virginia Tech Hokies compete in Division I of the NCAA as members of the Atlantic Coast Conference.



Through its Corps of Cadets program, Virginia Tech is recognized as a senior military college. A significant part of the university since its establishment in 1872, the Corps of Cadets has evolved into a world-class leader development program committed to the understanding that at the root of great leaders is exemplary character. The Corps provides a four-year leader development program for all of its 1,200+ cadets through two tracks: a Military Leader Track for cadets enrolled in one of the three Reserve Officers Training Corps (ROTC) programs, and the Citizen-Leader Track for cadets wishing to pursue civilian sector careers. Students in the Military-Leader track can pursue a commission in the Army, Navy, Marine Corps, Air Force, or Space Force.



In the *U.S. News & World Report* list of "2024 Best Colleges", Virginia Tech tied for 47th overall among national universities, tied for 20th among public ones, and tied at 25th for "Most Innovative." It ranks in the top 6 percent of universities in the nation for research expenditures, and is ranked 54th in the National Science Foundation's Higher Education Research and Development Survey.



ABOUT BLACKSBURG, VIRGINIA

Set against the backdrop of the Blue Ridge Mountains, Blacksburg is a bustling college town, with a rural setting and yet just a short drive from the Washington, DC, Charlotte, Raleigh-Durham and Greensboro metropolitan areas.



Consistently ranked among the country's best places to live, study and work, Blacksburg is known for its reasonable cost of living, safety, moderate climate, and plentiful leisure opportunities. Here, you'll find shops, restaurants, galleries and outdoor activities in abundance. The town enjoys a civic culture made robust by the participation of permanent residents, scholars and students, alike.

With a population of around 50,000 people, Blacksburg is part of a metropolitan area that includes the nearby cities of Christiansburg and Radford, with a total population of over 180,000. The region is served by Roanoke-Blacksburg Regional Airport, with Charlotte Douglas International Airport, a hub for American Airlines, located less than 3 hours away.