

## **Director, The Schaeffer Center at Hampden-Sydney College**

Part-Time or Full-Time (to be determined based on candidate)

### **Position Summary**

The Director of the Schaeffer Center at Hampden-Sydney College will provide spiritual, intellectual, relational, and administrative leadership to further the organization's mission of exploring and deepening the connections between Christian faith, academic study, and human flourishing. Serving the Hampden-Sydney College community, the Director will mentor students, lead small groups, coordinate public lectures, collaborate with campus ministries, and engage in fundraising and institutional relationships.

### **Key Responsibilities**

#### **1. Student Mentoring & Small Groups**

- Plan, promote, and lead 2–3 (or more, depending on role-size) small-group study sessions each semester for students, centered on Christian faith, intellectual inquiry, and culture.
- Provide personal mentoring and relational engagement with students: meet individually or in small groups, listen to their questions about faith, life, purpose, academics, vocation, and culture.
- Encourage intellectual curiosity, Christian discipleship, and thoughtful engagement with ideas, culture, and the liberal arts.
- Foster a welcoming, inclusive atmosphere where students feel safe to explore doubts, ask questions, and grow in faith and wisdom.

#### **2. Public Lecture Program & Events**

- Schedule, organize, and host occasional public lectures or panel discussions on topics relevant to Christian faith, higher education, culture, ethics, philosophy, literature, or vocation.
- Handle logistics, speaker invitations, campus coordination, promotion, and follow-up discussions with students and faculty.
- Build the lecture series as a visible expression of the Study Center's mission on campus.

#### **3. Collaboration & Campus Engagement**

- Develop and maintain relationships with campus ministries, faculty, staff, and student leaders at Hampden-Sydney College and partner institutions as needed.

- Serve as a bridge between the Study Center and other parts of campus life – attend relevant campus events, engage informally with faculty and students, and integrate the Study Center into the broader college environment.
- Work cooperatively with other Christian and faith-based organizations on campus (and possibly Longwood University, if applicable) for shared initiatives, referrals, and community building.

#### **4. Fundraising & Resource Development**

- Develop and implement a fundraising plan: cultivate donor relationships, assist with grant writing or proposals, oversee gifts and stewardship, and ensure sustainability of the Study Center’s programming.
- Work with board/governance to identify funding needs, prepare budgets, track expenditures, and report to stakeholders.
- Promote the Study Center’s mission both on and off campus to potential supporters, alumni, church partners, and philanthropic organizations.

#### **5. Administration & Leadership**

- Provide overall leadership and vision for the Study Center in alignment with its mission, values, and the mission of Hampden-Sydney College.
- Manage program planning, scheduling, communications (newsletter, social media, website updates), and evaluation of impact.
- Recruit, train, and supervise student staff, volunteers, or interns (as needed) to support small-groups, events, and outreach.
- Stay current on issues at the intersection of Christian faith, higher education, culture, and liberal arts, and bring fresh ideas to the Study Center’s programming.

#### **Qualifications & Attributes**

- A committed Christian who affirms the mission, vision and values of the Schaeffer Center. .
- Deeply committed to the life of the mind, comfortable engaging in serious reading and discussion of literature, philosophy, theology, and culture — and able to mentor others in doing so.
- Strong relational skills: able to connect with college-aged students , build trust, listen well, ask good questions, encourage growth, and walk alongside them.
- A heart for student mentoring, small-group leadership, and pastoral-style one-on-one engagement.
- An appreciation for—and willingness to participate in—the academic and campus life of Hampden-Sydney College: curious about faculty research and classroom concerns, willing to attend campus events, and relational beyond just student ministry.
- Excellent organizational, communication, and interpersonal skills; able to manage event planning, budgeting/fundraising efforts, and campus partnerships.
- Willingness to develop fundraising strategy, engage donors, and steward resources.

- Preferred: An advanced academic background (MA or higher) in theology, philosophy, liberal arts, or related field; demonstrated experience in Christian ministry in a higher-education context is desirable but not strictly required.
- Familiarity with small-group pedagogy, mentoring students in college, and understanding of liberal-arts culture is a distinct plus.

### **Time Commitment & Compensation**

- This role may be offered as part-time (e.g., 20-30 hours/week) or full-time (40 hours/week) depending on institutional need and budget.
- Compensation will be commensurate with experience, level of commitment, and whether full-time or part-time.
- Benefits (if full-time) may include paid time off and professional development allowance (to be specified by the board/college).
- Evening or weekend availability may be required for some small group meetings and event hosting.

### **Working Conditions**

- Based on or near the Hampden-Sydney College campus in Farmville, Virginia (with some flexibility for remote work, depending on arrangement).
- Frequent in-person engagement with students, faculty, and external partners; evening/semester event scheduling required.
- Use of campus facilities for small-group meetings, lectures, and fundraising gatherings.

### **Application Process**

- Interested candidates should submit the following to Rev. Ed Soto @thereverended@outlook.com:
  1. A cover letter expressing their faith journey, interest in the role, and vision for a Christian study center in a liberal-arts college context.
  2. A current résumé/CV.
- Candidates also may expect to be asked to submit:
  1. A statement of faith (or endorsement letter) aligned with The Schaeffer Center's mission and values.
  2. Names and contact information for three references (including at least one academic or ministry supervisor).
- Finalists will be invited for interviews and a campus visit.