THE SEARCH

Pittsburgh Theological Seminary has launched the search for the Vice President for Finance and Administration. The Search Committee invites nominations of, and applications from, accomplished individuals who will provide this nationally recognized seminary with outstanding leadership during a time of exciting change and growth. The new Vice President will join an enthusiastic, experienced leadership team, led by recently appointed President, Dr. David Esterline. The agenda for the next Vice President goes well beyond maintaining the status quo.

THE SEMINARY

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.) offering masters and doctoral level degree programs as well as an increasing number of graduate certificate programs. The Seminary is committed to the formation of women and men for theologically reflective ministry and to scholarship in service to the global Church of Jesus Christ. We have more than 20 Christian traditions represented in our faculty and student body. Participating in God’s ongoing mission in the world, Pittsburgh Theological Seminary is a community of Christ joining in the Spirit’s work of forming and equipping both people for ministries familiar and yet to unfold and communities present and yet to be gathered.

In addition to offering degree programs, Pittsburgh Theological Seminary serves as a resource to the wider church and community through the Church Planting Initiative, World Mission Initiative, Miller Summer Youth Institute, Metro-Urban Institute, Kelso Museum of Near Eastern Archaeology, Zeitah Excavations, and Continuing Education. These programs bring thousands of visitors to campus and give our students the opportunity to serve in local and global communities.

Named after the former Seminary president who oversaw the 1959 consolidation of Western and Pitt-Xenia seminaries to form Pittsburgh Theological Seminary, The Clifford E. Barbour Library holds the region’s largest theological collection, including more than 388,000 bound volumes and microforms and more than 19,000 other artifacts.

Pittsburgh Theological Seminary is situated in a tranquil urban setting on 13 acres of beautiful, tree-filled grounds. The Seminary’s Calian Residence Hall offers living quarters for singles. Four buildings—Fulton, Highlander (pet-friendly), Anderson, and McMillan—offer apartments ranging from efficiencies to family-oriented three- and four-bedroom units.

The campus is located between the neighborhood community of Highland Park and the busy commercial center of East Liberty, now undergoing significant renewal. In the last 15 years, East Liberty has become home to new, nationally known stores; numerous hotels and a community theater; and a number of restaurants and bakeries among other retail shops. A converted Nabisco bakery has landed Google as an anchor tenant. The surrounding population represents a healthy racial and ethnic cross-section of urban America.
In the past few years, The Economist Intelligence Unit, Forbes.com, and Places Rated Almanac have all ranked Pittsburgh at the top of their most livable cities lists. In 2012, National Geographic Traveler named the ‘Burgh among the best places in the world to experience. Called one of the world’s “prettiest” cities by The Huffington Post, Pittsburgh is arguably the only city with an entrance—the Fort Pitt Tunnel.

In addition to education, this region offers a quality of life not found in many places of its size. Urban renewal in the city has included a commitment to the arts and education. An internationally acclaimed symphony orchestra, along with resident opera, ballet, and theater companies, perform regularly in city theaters. Pittsburgh is also the home of several exceptional art collections and museums, including the Andy Warhol and Carnegie museums. Sports enthusiasts are delighted to cheer for the Pittsburgh Steelers (football), Pirates (baseball), and Penguins (ice hockey). The city is home to world-class health care, the leading employer in the region, and top-ranked institutions including Carnegie Mellon University and the University of Pittsburgh, which provide a rich atmosphere for intellectual growth. All these factors make the region a stimulating place in which to live, study, and serve. The wealth of educational and employment options also make Pittsburgh a wonderful location for spouses and family members seeking opportunities close to the Seminary’s campus.

The Seminary’s employees enjoy a highly competitive vacation, medical, and retirement package. Apart from these benefits, many faculty and staff feel called to their position and appreciate the opportunity to make a positive difference in the world.

THE FINANCIALS —

Annual Operating Budget
$11.8M

Estimated Total Assets
(as of March 2016)
$220M

Estimated Endowment
(as of April 2016)
$178M

Total Long-term Debt
$0
THE LEADERSHIP OPPORTUNITY

The new Vice President for Finance and Administration (VPFA) will be joining Pittsburgh Theological Seminary (PTS) at an exciting moment in its history. The leadership and energy from a new president, the support from an engaged board of directors, the vision of a new strategic plan, and the enthusiasm for an invigorating future make this a unique opportunity for an entrepreneurial thinker, planner, and leader. The new VPFA will quickly learn that the finances of Pittsburgh Theological Seminary have been wisely and carefully managed, with no long-term debt, and a strong balance sheet. An endowment of nearly $180 million provides a strong financial foundation for both the present and the future.

Reporting to President Esterline, the VPFA will be an integral member of an experienced, creative, collaborative, and effective senior leadership team, and will bear primary responsibility for the non-academic operations of the institution. Collectively, the team oversees both daily operations and advancing the key initiatives in the Seminary's ambitious new strategic plan. Each member of the senior leadership team is expected to be both an expert in her/his areas of responsibility and also a contributor to the active engagement with one another on the broad educational and management opportunities that face a contemporary theological seminary in a rapidly changing world.

The VPFA position requires expertise and a record of accomplishment in finance, budget, and operations. The position offers a broad array of leadership opportunities and challenges in the additional areas of human resources, physical plant, information technology, risk management, campus safety and emergency preparedness, and food service.

- **A LEADER FOR BUSINESS OPERATIONS** - As the Seminary community addresses issues of enrollment and new strategic initiatives, the VPFA must weigh aspirations against resources, build and oversee reliable operating budgets, integrate financial matrices with long-range plans, identify appropriate resources for program and infrastructure investment, maintain strong internal controls, and evaluate tuition and financial aid models appropriate for future PTS students.

- **A STRATEGIC FINANCIAL PLANNER** - Despite the Seminary’s significant financial strength, the new VPFA will be challenged to explore alternative revenue sources that may result from work with the academic vice president and the faculty on the addition of exciting, new academic programs, as well as other initiatives that will result from the newly adopted strategic plan.

- **A MANAGER OF EXPANSION AND CONSTRUCTION** - A new, forward-thinking strategic plan has been developed and calls for the current campus master plan to be reformulated. A major renovation of the current library ($12+ million) and a future remodeling of the historic campus chapel are on the Seminary's future agenda, so leadership in construction and facility oversight is desired. The VPFA will have an outstanding opportunity to make a profound impact on enhancing what is already an attractive, well-maintained campus.

- **A LEADER OF SUPPORT SERVICES** - With growing needs on the physical campus and the development of additional online programs, an expanded Information Technology plan will need to be developed to focus the efforts of a highly qualified and up-to-date staff. Expansion of the Human Resources area is underway and will require supervision.

- **A TEAM BUILDER** - With several pending retirements in key areas, the new VPFA will have the opportunity to build further on a strong, enthusiastic team of experienced managers and leaders.

- **A CAMPUS AND COMMUNITY LEADER** - PTS is a small and closely knit campus community. People are known by their first names and work together effectively. Senior leaders are expected to serve as role models, extend hospitality, be visible on campus, and engage in campus activities. In addition, the VPFA will represent the Seminary, both formally and informally, in the greater Pittsburgh area as a spokesperson and ambassador.
THE DESIRED ATTRIBUTES FOR LEADERSHIP

• An appreciation for and understanding of the mission and ethos of Pittsburgh Theological Seminary

• An in-depth knowledge and experience of finance and operations

• Capacity for leadership in human resources, physical plant, food service, and information technology

• A career track record of increasing responsibility and achievement

• A decisive executive with a strong sense of optimism

• A strategic thinker whose integrative outlook will help to strengthen PTS and inspire others to engage in comprehensive planning for the future

• An effective, transparent communicator, as well as an empathetic listener, whose authenticity and enthusiasm will build meaningful relationships both on and off campus

• An astute manager who can build and contribute to an increasingly strong leadership team

• A committed leader who recognizes the critical value of inclusivity and diversity in all its forms

• A team player, comfortable with collaboration, knowledgeable in shared governance, and effective in working with a governing board that demonstrates best practices
THE FACTS

THE SEMINARY

- Founded in 1794
- Affiliated with the Presbyterian Church (U.S.A.), with more than 20 Christian traditions represented in the student body and faculty
- 19 full-time faculty
- 250 master’s- and doctoral-level students
- 3,000 living alums

DEGREE PROGRAMS

- Master of Divinity
- Master of Divinity Joint Degrees (Social Work, University of Pittsburgh / Law, Duquesne University / Public Policy and Management, Carnegie Mellon University)
- Master of Arts
- Master of Arts in Theology and Ministry
- Master of Arts in Theological Studies
- Master of Theology
- Doctor of Ministry

CERTIFICATE PROGRAMS

- Graduate Certificate in Church Planting and Revitalization *pending approval*
- Graduate Certificate in Urban Ministry
- Spiritual Formation Certificate

FINANCIAL AID

- Majority of full-time master’s students receive institutional need-based aid of nearly $1 million total
- Generous merit and need-based scholarships

CAMPUS COMMUNITY

- On-campus residents and commuters from the three-state area
- Students from 30 states and several countries outside the U.S.
- Full-time and part-time students
- Day and evening classes
- Fitness center and sports court open to the Seminary community
- Worship services held four times weekly during the academic year
- Food services offered Monday-Friday when classes are in session

PITTSBURGH AND THE REGION

- Surrounding neighborhood represents a healthy racial and ethnic cross-section of urban America
- Location offers ministry opportunities in inner-city, suburban, small-town, rural, traditional, and emergent churches
- Pittsburgh named “most livable city,” “one of the best places in the world to experience,” and “only city with an entrance”
- Many internationally acclaimed creative and performing arts venues
- Championship-winning professional sports teams
- World-class health care
- Cluster of higher educational institutions
PTS seeks to be a generous and hospitable community that reflects the diversity of God’s creation, and all qualified candidates are encouraged to apply.

The Search Committee will accept nominations and evaluate application materials on a rolling basis into August 2016, and it will begin to narrow the candidate pool in mid-August. Although applications will be accepted until the time that the new Vice President is selected, candidates should submit materials by 5:00 p.m. Fri., Aug. 5, 2016, for the most favorable consideration. Final selection will be made early in the fall 2016 term, and the new Vice President will be invited to begin work on or about Sept. 30, 2016.

Richard F. Giese of AGB Search is assisting with this search. Nominators and prospective candidates may contact him at rfg@agbsearch.com or 330-428-4271.

Application materials should be submitted electronically (in MS Word or Adobe PDF) to:

Mr. Steve Lee, Chair of the Search Committee, at pts-vpfa@agbsearch.com.

Materials should include a letter of candidacy that responds to the “Opportunities for Leadership” for the next Vice President for Finance and Administration at Pittsburgh Theological Seminary, a complete CV or resume, and the names and contact information (phone and e-mail) for three references, none of whom will be contacted until a later stage of the search or without the formal permission of the candidate. All inquiries and applications will be received and evaluated in full confidence.

The Seminary conforms to all applicable federal, state and local laws and regulations relating to equal employment. No person shall be discriminated against in hiring, discharge, promotion, or benefits because of race, color, sex, cultural background, national origin, religion, veteran’s status, non-job related disability, or any other classification protected under applicable law. The Seminary shall continue to promote and enforce equal employment practices at all levels of employment.