

Chief Operating Officer at Gulf Theological Seminary

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Company: The Gospel Coalition

Location: dubai

Category: other-general

With nearly 200 students on multiple campuses, Gulf Theological Seminary needs an operational wiz to lead our admin and ops teams to facilitate strategic training and deployment of church planters, pastors, and other leaders throughout the least-reached part of the world. The COO/Dean of Operations is an executive role that reports directly to the seminary president and oversees the directors who lead each area of our administration. This is a full-time, Dubai-based, support-raised role. See attached description for details.

Job Description

Responsibilities This is a full-time executive leadership and administration missionary role that is crucial for the efficient operation and growth of a young seminary shaping church planters, pastors, and ministry leaders for the least-reached part of the world. As COO, he will:

Provide primary executive leadership for finance, operations, and administration at GTS

Management: Lead the operations and admin team (currently, 7 FT + 2 PT staff) in a way that cultivates a culture of operational excellence and joy, facilitates effective communication across the organization, implements GTS' strategic vision and institutional policies, resolves conflicts amicably, and maximizes individual contributions and growth.

Finance: Oversee bookkeeper and financial admin team to manage our accounting/banking/student payment operations. Coordinate with US organizations to receive donated funds. Produce and manage annual budget, as directed and approved by GTS board. Provide regular reports to relevant department heads, the president, and the board.

Facilities: Plan for GTS facility needs during each given season. Oversee physical stewardship of our locations, and oversee classroom operations team in ensuring readiness for the needs of each class.

Admissions and Communication: Oversee GTS' teams for

external communications and new student admissions. Work with these teams to develop strategies and procedures to strengthen this area in an ongoing way to support the academic work and development of GTS.

Academic Support: Oversee the teams that support the academic ministry of GTS with planning and record-keeping, library resources, writing development, and special events. Manage the GTS student information and learning management systems. Oversee Quality Assurance, as pertains to Administration and Operations.

Technology: Evaluate, plan, and manage the equipment, personnel, contracted services, and software needed to facilitate the ongoing work of GTS.

HR: Oversee implementation of the HR policy of GTS, facilitating hiring/firing/compensation, setting goals and conducting annual performance reviews, and facilitating the visa process.

Analysis and Development: In an ongoing way, measure the health and operational needs of the organization, and work with the president to create new processes, identify and fill new personnel and resource needs, and shift policies as needed to serve our broader institutional goals during a given season and to continuously improve all aspects of our operations and comply with relevant legal or accreditation standards.

Provide general organizational leadership on the Deans / Executive Team. Collaborate broadly with GTS Deans / Executive Team (see Org Chart) to advise the President and Board with recommendations on general vision, strategic direction, and institutional policy for all of GTS. Advocate for the needs and interests of Operations at the Deans' Team Meetings. Work closely with and support the GTS President. Proactively support the GTS President, executing his vision and freeing him to focus on leadership, academics, development, and board.

Disciple and teach We are a ministry team and expect all of our leaders to operate as disciple-makers, both within and outside of their primary responsibilities. In this role there would be opportunity to be involved in discipling staff and students, teaching as adjunct faculty, and serving/leading in partner churches in areas depending on training, experience, and gifting.

Skills and Competencies Requirements include: A growing believer in Jesus Christ, having character qualifications consistent with those biblically required of the office of an elder. Previous operational/administrative experience demonstrating capability for the job functions. Preference given to candidates with executive experience and business degree(s) and/or certifications. Demonstrated passion for the local church and the church's mission of making disciples of all nations. Agreement with the GTS Statement of Faith. Membership in, and strong recommendation of, a faithful local church. Flexibility and willingness to adapt to ministry in a very diverse multi-cultural setting. Willingness to make a three-year commitment

to this ministry, barring extenuating circumstances. Preference will be given to those with one or more of the following additional qualifications: Availability and support to move to UAE by the end of 2024. Previous experience with non-profit administration, Christian ministry, or church administration. Degree(s) in biblical or theological studies. Experience living and/or ministering cross-culturally. Schedule and Location This position is based in Dubai and is full-time, with a regular Monday-Friday 40-hour weekly schedule. Much of the work is remote, though there will be regular need for in-person attendance at meetings and events in Dubai and in Abu Dhabi. Support All GTS Deans and Faculty are international missionaries who are responsible to raise personal support for their own living costs and related ministry expenses, and secondarily to participate in institutional support-raising efforts. Ample time is allotted, especially during summer holidays, for travel and communications involved in support raising and maintenance. We are looking for a full time youth pastor to lead an established youth group and join the pastoral team. Associate Pastor in a reformed, evangelical, complementarian Baptist church in beautiful Wollongong with ~500 people in attendance. This role plays a critical pivotal role in our organization's growth by managing and overseeing a strategic capital campaign. A two year position gaining ministry experience by working under a pastor to oversee our Students Ministry (middle and high school). Leading our Students Ministry (middle school and high school) by creating, leading, and investing in student leaders. Leading our Next Gen Ministry (college, high school, middle school) by creating, leading, and investing in student leaders.

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