



# Asia Theological Association (ATA)

## General Secretary Position

**Position Type:** Executive Leadership Role

**Term:** Three years (renewable upon Executive Board and General Assembly approval)

**Reporting:** Accountable to Executive Board and General Assembly

**Location:** Asia (with travel requirements across the region)

## Organization Overview

The Asia Theological Association serves as the premier accrediting body for evangelical theological institutions across Asia, representing 394 member institutions from 33 countries. ATA advances excellence in theological education through accreditation services, academic partnerships, and resource development while fostering collaboration among theological schools throughout Asia and the Pacific region.

## Position Summary

The General Secretary serves as Chief Executive Officer of ATA, providing strategic leadership for the organization's mission to strengthen theological institutions and advance evangelical scholarship across Asia. This role combines visionary leadership with operational excellence to shape the future of theological education and ministry formation throughout the region.

## Key Responsibilities

### Strategic Leadership & Governance

- Implement decisions of the Executive Board and General Assembly with organizational excellence
- Establish and oversee ATA International office operations and growth initiatives
- Develop and execute comprehensive strategic plans aligned with ATA's mission
- Create and implement annual operational plans endorsed by the Executive Committee

### Organizational Management

- Organize annual Executive Board meetings and triennial General Assembly meetings with comprehensive agenda preparation
- Supervise Commission heads, Department leaders, and AGST Council for effective functioning

- Oversee staff members and manage human resources including hiring and performance management
- Develop annual budgets in collaboration with ministry heads and accounting staff
- Delegate responsibilities effectively based on staff strengths and organizational priorities

## **Stakeholder Relations & Partnerships**

- Build and strengthen relationships with accrediting agencies and like-minded organizations
- Lead fundraising initiatives to meet ATA's financial requirements and growth objectives
- Cultivate relationships with diverse stakeholders (donors, board members, staff, partners)
- Represent ATA at international conferences, consultations, and partnership meetings

## **Required Qualifications**

### **Educational Background**

- Doctoral degree in theological disciplines required, preferably a PhD
- Advanced theological education from accredited institutions

### **Experience Requirements**

- Substantial teaching experience in theological schools within Asia
- Proven administrative experience in higher education or organizational leadership
- Previous management experience including staff supervision, hiring, and dismissal
- Experience in budget development and financial oversight

### **Personal & Professional Qualities**

- Asian heritage or Asian diaspora currently residing in Asia
- Demonstrated scholarly achievement through research and publications
- Strong team leadership and collaborative working style
- Excellent interpersonal skills for working with diverse staff and stakeholders
- Commitment to evangelical faith and God's mission through theological education
- Deep personal faith in Jesus Christ, in good standing with a local church, and a lifestyle that aligns with biblical principles
- High moral character, leading with integrity and transparency in both personal and professional life

# Preferred Qualifications

## Leadership Experience

- Senior administrative roles in theological education (e.g. Dean, Vice Principal of Academic Affairs, Principal or President, Curriculum Designer and Chief Instructor of Teaching and Learning, etc.)
- Experience with accreditation processes and quality assurance in higher education
- Track record in strategic planning and organizational development.

## Network & Skills

- Established relationships within Asian theological education community
- Fundraising experience with international donors and organizations
- English as working language and preferably with multilingual capabilities that reflect Asia's linguistic diversity
- Cross-cultural ministry and academic collaboration experience.

## Compensation

Salary and benefits package to be negotiated based on qualifications, experience and the residential country.

## Application Process

Interested candidates should submit comprehensive application materials including curriculum vitae, statement of vision for ATA's future, and contact information for professional references. Applications will be reviewed by the ATA Search Committee with final appointment by the Executive Board and ratification by the General Assembly.

**Contact: [GenSecsearch@ataasia.com]**

**Website: [www.ataasia.com](http://www.ataasia.com)**

*ATA is committed to advancing God's mission through theological education and seeks candidates who share this passion for Kingdom impact through academic excellence and spiritual formation.*