

**Title: Director of Programs**

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| Position:               | Director of Programs                                       |
| Department:             | Continuing Education                                       |
| Full-time or Part-time: | FT Exempt  |
| Hours per week:         | 35   |
| Months per year:        | 12   |
| Work Schedule:          | PTSem Office Hours; flexible/variable based on programming |
| Reports to:             | Associate Dean of Continuing Education                     |

Submit cover letter and Resume/CV to: [coned@ptsem.edu](mailto:coned@ptsem.edu)

**Job Purpose:** The Director of Programs creates and facilitates programs, online educational offerings, and resource development for external learners and the broader public on behalf of Princeton Theological Seminary. Reporting to the Associate Dean for Continuing Education, this position will manage the design, build, and direct oversight of programs that focus on preaching, theological studies, and ministry practice (i.e. The Engle Institute of Preaching, the Princeton Seminar Series, etc.). This position will coordinate and manage programming, manage program vendors, oversee budgets, build/train a roster of program facilitators, and oversee additional staff as assigned.

**Essential Functions:****Programmatic Leadership 50% of time**

- Collaborate with the Associate Dean to develop and facilitate a growing slate of programs (certificates, digital courses, and events) that serve key external audiences, including but not limited to the Engle Institute of Preaching, Princeton Seminar Series, the “CREATE” program, and the Certificate in Theology and Ministry.
- Manage key internal partner relationships and external vendors in a highly responsive, organized, and professional manner.
- Manage, monitor, and facilitate the assessment plans for programs, working closely with campus partners.
- Oversee the ongoing development and refinement of programmatic initiatives, with particular focus on places where non-degree and degree programs can share learning, assessment practices, and content development.

### **Pastoral Support and Network Nurture 15% of time**

- Provide pastoral support for the Office of Continuing Education’s program and event participants, understanding role as a “leader to leaders.”
- Prioritize and implement practices of inclusion and hospitality to every person in the wider Princeton Seminary community, including participants, leaders, PTS colleagues, initial contacts, partners, and students.
- Cultivate and nurture relationships with key leaders in and among a growing network of ATS schools, institutions of higher learning, congregations, and collaborative organizations. This includes established and emerging scholars, funders, and potential programmatic partners.
- Interpret and communicate the learning objectives of programs and offerings to academic, ecclesial, and organizational bodies in order to strengthen networks, promote the Seminary, and recruit program and event participants.

### **Administrative Leadership 15% of time**

- Work collaboratively with the Office of Continuing Education staff to facilitate administrative and operational leadership for programs and events.
- Operate as a liaison between the Office of Continuing Education and the Office of Marketing and Communications, working collaboratively to develop and implement marketing strategies for programs, events and initiatives.
- Manage, monitor, and enhance assessment practices of programs and events in alignment with the vision and goals of Princeton Theological Seminary.
- Work closely with the Business Manager on event and program budgets to steward the Office of Continuing Education’s financial resources.

### **Supervisory Responsibilities 10% of time**

- Manage various vendors associated with programs
- Oversee additional staff in the Office of Continuing Education, as assigned.
- Recruit, train, support, and supervise student and part-time staff according to annual program, event, and project budgetary allotment and needs.
- Meet regularly with student workers and support staff.
- Manage office onboarding, logistics, and performance of all program-related staff, as assigned.

### **Institutional Support 10% of time**

- Serve on committees and task forces and perform occasional administrative duties that serve the wider institution of Princeton Seminary.
- Form and maintain positive relationships with faculty, administration, staff, and students of Princeton Seminary, especially faculty connected to program development.
- Collaborate with multiple offices on campus to share and to learn best practices and expertise with and from colleagues and students at Princeton Seminary.
- Support and contribute to hiring efforts that meet operational and missional needs for the Office of Continuing Education.
- Other duties as assigned by the Associate Dean of Continuing Education.

### **QUALIFICATIONS AND SKILLS:**

- Theological education (courses, programs, or a degree) required. Master of Divinity Degree from an ATS Seminary or Divinity School preferred.
- Ordination preferred.
- Expertise in program management and operations, or experience developing ministry programs required.
- A minimum of 3 years of experience in leading roles in a congregation or other institution is required. 5-7 years of experience in leading roles in a congregation or other institution is preferred.
- Ability to learn quickly and master computer systems and programs necessary to facilitate work tasks, including project management software (Monday.com), Microsoft Office 365, Zoom, and Mailchimp. LMS (Brightspace) and CRM experience (Salesforce) a plus.
- Ability to reflect theologically on the nature and of ministry and leadership.
- Experience with teaching and/or presenting in educational and training programs.
- Must possess a commitment to the health and well-being of colleagues, community, and constituencies served.
- Ability to train, support, and supervise staff.
- Ability to maintain confidentiality and effectively steward sensitive information.
- Actively support and advance the mission of Princeton Theological Seminary.
- Proven commitment to diversity, equity, inclusion, and belonging.
- Must be willing to relocate if not already living in Princeton, NJ region. This is an in-person position.

### **PHYSICAL / ENVIRONMENTAL DEMANDS:**

Ability to be mobile on campus with any needed accommodation, work in office environment, lifts to 20 lbs., remain in a stationary position 50% of the time, wrist and hand movement related to computer work.

This description reflects essential functions of the position, it does not restrict tasks that may be assigned or changed at any time.

Prepared by: **Abigail Rusert** Date: **December 2024**