



# Position Description

## Position Title: Board Liaison & Program Coordinator

### JOB PURPOSE:

The Board Liaison & Program Coordinator serves as the primary staff support to Princeton Seminary’s Board of Trustees and Board of Visitors, including the management and operations of board meetings, preparation of meeting materials, and implementation of effective board governance. This role ensures that members are well-informed, engaged, and supported in their roles as advocates of the Seminary’s mission. The Board Liaison serves as a confidential resource to the Seminary President, Board leadership, and the Secretary of the Seminary, as well as providing a broad scope of administrative leadership to serve the functioning of the boards.

This role also serves as coordinator of the educational travel program, responsible for supporting a new initiative to engage alumni and friends of the Seminary in meaningful journeys. In this capacity, the role serves as a liaison to partner organizations, tour operator, and travelers to implement program details and facilitate engagement with Princeton Seminary.

The Board Liaison reports to the Executive Vice President/Secretary of the Seminary.

ESSENTIAL FUNCTIONS:	% of time
<b>Vital Resource for Board Meetings</b>	% of time for section
Plans and manages three annual Board of Trustees meetings <ul style="list-style-type: none"> <li>• prepares the administrative details and correspondence for board meetings and committee meetings, handling confidential matters with discretion and good judgment;</li> <li>• coordinates preparation and distribution of all meeting materials, including communicating with the executive leadership team and their offices to complete meeting materials;</li> <li>• prepares briefing materials for board leadership and president, as necessary;</li> <li>• works with board leadership and Secretary to prepare resolutions that require action by the Board;</li> <li>• drafts meeting minutes;</li> <li>• manages meeting budget, including handling expense reports and budget reconciliations;</li> <li>• collaborates with the President’s Office and Events &amp; Hospitality team to coordinate meeting logistics for on-campus and annual off-site meetings, including selecting venue, and developing and managing special events.</li> </ul>	20

<p>Manages records, documents, and other board materials</p> <ul style="list-style-type: none"> <li>• maintains all official records of Board of Trustee proceedings for archival retention, legal, and auditing purposes;</li> <li>• manages BoardEffect online portal for all board documents;</li> <li>• facilitates the implementation of surveys, meeting evaluations, and collection of forms and other agreements from board members;</li> <li>• maintains current policies and board resource library;</li> <li>• updates board directory.</li> </ul>	10
<p>Plans and manages two annual Board of Visitors meetings</p> <ul style="list-style-type: none"> <li>• works with board leadership to plan and coordinate meeting agenda;</li> <li>• coordinates preparation and communication of meeting materials;</li> <li>• collaborates with the President’s Office and Events &amp; Hospitality team to coordinate meeting logistics, including developing and managing special events for engagement of visitors and their families.</li> </ul>	20
<b>Supports Effective Board Engagement</b>	% of time for section
<p>Supports Board Membership</p> <ul style="list-style-type: none"> <li>• serves as a resource to Board leadership requiring a thorough knowledge of Board policies, administrative procedures, and governance;</li> <li>• maintains statistical data, attendance records, talent inventory, and other information for board reports and compliance with governance requirements;</li> <li>• supports Trustee Nominating and Governance Committee (TNGC) and Organizational Development committee to facilitate trustee evaluation process;</li> <li>• supports TNGC leadership to manage board leadership selection process and committee assignments.</li> </ul>	10
<p>Supports Board Development and Onboarding Process</p> <ul style="list-style-type: none"> <li>• serves as key staff person to TNGC in support of developing and stewarding the trustee nomination and selection process;</li> <li>• in collaboration with TNGC and executive leadership, manages new trustee onboarding process and orients new members to board resources, policies, and practices;</li> <li>• develops ongoing training and development for board leaders, members, and committees.</li> </ul>	10
<p>Facilitates Excellent Communication</p> <ul style="list-style-type: none"> <li>• manages communications with trustees and visitors;</li> <li>• serves as primary point of contact for board members to address questions and provide resources;</li> <li>• supports outreach to former trustees.</li> </ul>	10
<b>Coordinates Educational Travel Program</b>	% of time for section
<ul style="list-style-type: none"> <li>• serves as liaison to Criterion Travel tour operator to plan tour roster and trip details;</li> <li>• in collaboration with Marketing and Communication team and Advancement department, designs and implements marketing plan and engagement strategy;</li> <li>• manages registration process;</li> </ul>	20

- serves as primary point of contact for travelers and study leaders, coordinating trip information, reading materials, and engagement throughout trip cycle.

## **QUALIFICATIONS**

### **CREDENTIALS:**

- A Bachelor's degree in a relevant field, such as strategic communication or higher education administration.
- 5 or more years of experience in a complex organization, preferably in higher education
- Strong project management skills and experience leading or coordinating complex initiatives
- Superior communication skills
- Ability to work collaboratively and build strong relationships with diverse stakeholders
- Demonstrated experience providing strategic support to senior leaders
- Demonstrated ability to handle highly confidential matters and lead with professionalism, discretion, and exceptional judgment
- Proficiency with Microsoft Office Suite and project management tools
- Commitment to the mission and values of Princeton Theological Seminary.
- Experience with education or non-profit board governance preferred

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

Ability to be mobile on campus, work in office environment, lift up to 10 lbs., remain in a stationary position 25% 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: Anne Stewart

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