

Title: Director, Institute for Youth Ministry

Position:	Director
Department:	Continuing Education
Full-time or Part-time:	FT Exempt
Work Schedule:	PTS Office Hours; variable
Reports to:	Associate Dean of Continuing Education

Job Purpose: The Director of the Institute for Youth Ministry (IYM) provides strategic leadership and oversight of the Institute. Responsibilities include developing and overseeing implementation of all programming, managing staff, stewarding the budget, and collaborating within and beyond the Seminary with faculty, thought leaders, and institutions committed to scholarship, research, and the practice of youth ministry. The Director works in partnership with internal offices, sibling institutions and organizations, and external contractors. The Director also serves as a member of the Office of Continuing Education's team, collaborating to advance the broader mission and work of the office and the Seminary. This role reports to the Associate Dean of Continuing Education and liaises with faculty members who specialize in youth ministry. Please submit a cover letter and résumé/CV to coned@ptsem.edu.

Essential Functions

Staff Supervision, Budget Oversight, and Administration (25%)

- Supervise and support IYM staff, including the Assistant Director, program staff, student workers, and contractors.
- Create a cohesive, collaborative team culture marked by inclusion, equity, and professional growth.
- Develop and manage the IYM budget, ensuring financial stewardship and accountability.
- Provide clear reporting, assessment, and evaluation of IYM's work for Seminary leadership and funders.
- Serve on committees and task forces and perform occasional administrative duties that serve the wider institution of Princeton Seminary.

Strategic Leadership, Vision, and Institutional Collaboration (20%)

- Develop and implement a strategic vision for the IYM that aligns with the Seminary's mission and strategic priorities.
- Interpret and communicate the mission of the IYM to academic, ecclesial, and organizational partners.

- Integrate IYM activities into the Seminary's academic and formational life, through IYM-integrated coursework. The Director may be invited by faculty to teach one of these offerings.
- Cultivate opportunities to expand the Seminary's leadership role in youth ministry within denominational, ecumenical, and academic contexts.
- Work collaboratively with IYM, Continuing Education, and Communications staff to develop and implement marketing strategies for the IYM's programs, events, and initiatives.
- Collaborate with colleagues in Continuing Education and Seminary leadership to support office and institutional initiatives.

Program Development, Implementation, and Resource Management (20%)

- Oversee the design and implementation of an annual slate of IYM programs, including the Forum on Youth Ministry, Certificate in Youth and Theology, allocated grant projects, workshops, etc... delegating programmatic responsibilities across the team.
- Plan, promote, and direct IYM conferences, particularly the Princeton Forum on Youth Ministry.
- Ensure that event and program design includes thoughtful learning objectives, robust assessment, and hospitality for diverse participants.
- In collaboration with supervisor, manage the Institute and program budgets and steward resources in alignment with Seminary's mission, strategic priorities, and business practices.

Research, Scholarship, and Grant Leadership (15%)

- Foster the integration of research and practice by engaging faculty at Princeton Seminary and beyond in program, grant, and research initiatives.
- Oversee research personnel and projects as needed, especially IYM grant-funded initiatives, publications, and dissemination of findings.
- If opportunities arise that are aligned with the IYM and seminary's vision and mission, write and oversee grant-funded initiatives, nurture relationships with funding organizations, and ensure effective reporting.
- Occasionally contribute to the field of youth ministry scholarship through publications, presentations, and teaching.

External Partnerships and Network Nurture (10%)

- Cultivate and sustain relationships with churches, denominations, academic partners, and organizations committed to youth ministry.
- Represent the IYM and the Seminary in ecumenical, denominational, and professional gatherings.

- Build networks of established and emerging leaders to strengthen the practice and study of youth ministry nationally and globally.
- In partnership with the advancement office, communicate with donors, funders, and institutional stakeholders to support the sustainability and growth of IYM.

Preaching, Presentation, and Pastoral Leadership (10%)

- Preach and speak on behalf of IYM both within and beyond the Seminary.
- Model pastoral leadership that integrates theological depth with care for participants, students, and colleagues.

Qualifications and Skills

Master of Divinity degree from an ATS-accredited seminary or divinity school required.

Minimum 7–10 years of experience in youth ministry leadership, theological education, or related organizational leadership.

Demonstrated ability to develop and implement programs, supervise staff, and manage budgets.

Strong record of collaboration with academic and ecclesial leaders.

Ability to reflect theologically on youth ministry and articulate a vision for the IYM at the Seminary that engages the church, the academy, and public life.

Experience with grant management, including partnerships with funders and external organizations preferred.

Excellent organizational, administrative, and communication skills.

Commitment to diversity, equity, inclusion, and belonging.

Appreciation of the Reformed tradition and passion for ecumenical dialogue preferred.

Physical / Environmental Demands

Ability to be mobile on campus with needed accommodations.

Works in office environment; lifts up to 20 lbs.

Remains in a stationary position ~50% of the time; wrist/hand movement related to computer work.

The Director will be required to live in or relocate within commuting distance of the Seminary for predominantly in-person work. Remote working days may be used in accordance with the Seminary's policies for in-person employees.

