

Title: Senior Program Director, Polaris Young Adult Leadership Network

Position: Senior Program Director, Polaris Young Adult Leadership Network
Department: Continuing Education (Polaris)
Full-time or Part-time: FT Exempt, Grant-Funded 5-Year Term Position (2027-2031)
Hours per week: 35
Months per year: 12
Salary Range: \$99,000-115,000 (commensurate with education, experience, and professional credentials)
Work Schedule: On-Campus; PTS Office Hours
Reports to: Executive Director, Polaris Young Adult Leadership Network
Submit application to: recruit.polaris@ptsem.edu

Job Purpose

The Polaris Young Adult Leadership Network at Princeton Theological Seminary cultivates connections among young adult Christian leaders across the United States, amplifying the scope and impact of their leadership through relationships and resources. The Senior Program Director provides senior leadership for all programming of the Polaris Young Adult Leadership Network, overseeing the design, development, and implementation of a growing portfolio of programs, events, and initiatives serving young adult Christian leaders ages 23–32. Reporting to the Executive Director, this position leads and manages the program team, holds primary responsibility for program quality, and serves as a key partner in advancing the mission and vision of the Polaris Young Adult Leadership Network at Princeton Theological Seminary. Because several positions supporting Polaris are embedded in other Seminary offices, this role also serves as the program team's primary point of coordination with other offices across the institution, ensuring that grant-funded staff and shared institutional resources work in alignment with Polaris's priorities and calendar.

Essential Functions

Program Development and Leadership 40% of time

- Lead the design, development, and implementation of all Polaris programs, events, and initiatives serving young adult Christian leaders, including programs for leaders age 23-32 in diverse professional and volunteer contexts, across spheres of influence in the United States.
- Oversee the refinement and scaling of existing programs including the Polaris Leadership Summit, Polaris Fellowship, micro courses, and micro certificate; ensure alignment with the Polaris theory of change and formation framework.
- Lead development of new programs in collaboration with the Executive Director, faculty, and key institutional partners, including new certificate programs and the Polaris Ambassadors program, with particular attention to the integration of a culture of belonging, the development of spiritual and leadership practices, and intellectual engagement in theology.
- Ensure that all program and event design incorporates appropriate learning objectives, participant assessment, and practices of hospitality and inclusion for diverse young adult audiences.
- Cultivate and deepen relationships with PTS faculty, engaging them as partners in the development of offerings that reflect the Seminary's theological depth and scholarly expertise.
- Present, speak publicly, and teach during on-campus programs and events as needed, serving as a senior representative of the Polaris Young Adult Leadership Network.

- Collaborate with the Office of Digital Learning on the design and delivery of online certificates and digital offerings, and with the Marketing and Communications office on program promotion and recruitment strategies.
- Liaise with the Associate Dean of Continuing Education ensuring alignment and coordination with the broader non-degree program priorities.
- Draft and submit program narrative reports for the Executive Director, funder, and institutional leadership, as requested.

Staff Leadership and Supervision 40% of time

- Recruit, hire, train, supervise, and support all program team staff, including Associate Directors, and Administrative Assistant, fostering a collaborative, inclusive, joyful, and high-performing team culture.
- Conduct regular one-on-one meetings with direct reports; provide ongoing coaching, real-time feedback, professional development, and performance management across the program team.
- Oversee onboarding and orientation of all new program staff, ensuring alignment with Polaris values, institutional policies, and program priorities.
- Manage part-time staff and consultants associated with program delivery, in coordination with Associate Directors. May also supervise student workers.
- Collaborate with the Associate Dean to cultivate strong interdepartmental relationships with directors and staff across Marketing and Communications, Events and Hospitality, the Office of Digital Learning, the Business Office, the Office of Continuing Education, and the President's Office, serving as the primary point of coordination between the program team and institutional partners on Polaris-related work. Strong interdepartmental relationships are essential to the success of this position.
- Provide dotted-line supervision and coordination for Polaris positions embedded in other Seminary offices, including the Communications and Content Manager (embedded in Marketing and Communications) and the Events Coordinator (embedded in Hospitality & Events), setting Polaris-related priorities and ensuring their work stays aligned with the program calendar, even though each reports within their own office.
- Collaborate with the Executive Director on organizational planning, team structure, and staffing needs as the initiative scales across the grant period.

Network Cultivation and Support 10% of time

- Cultivate and sustain relationships with young adult leaders, congregations, faith-based nonprofits, denominational partners, and peer institutions committed to young adult faith formation and leadership development. Develop collaborative partnerships with organizational leaders through young adult serving Polaris programs.
- Lead the program team in offering hospitality to all program participants, embodying welcome, empowerment, and authentic engagement consistent with the seminary's values.
- Represent Polaris and Princeton Theological Seminary in ecumenical, denominational, and professional gatherings, interpreting the mission and learning objectives of Polaris programs to academic, ecclesial, and organizational audiences and key stakeholders.
- Identify and cultivate emerging young adult leaders for further engagement with Polaris programs, including the Ambassadors program.

Administrative and Institutional Leadership 10% of time

- Work closely with the Business Manager on program and event budgets, ensuring financial stewardship and alignment with grant requirements.

- Collaborate with an external evaluation consultant to manage and enhance programs through ongoing formative assessment, using data and participant feedback to inform program improvement and institutional reporting.
- Integrate learnings from the Polaris Research Initiative into Polaris programs.
- Serve on committees and task forces and perform occasional administrative duties in support of the broader mission of Princeton Theological Seminary and the Office of Continuing Education.
- Collaborate with the Executive Director and institutional partners to plan for the longevity of select programs beyond the grant period.

Qualifications and Skills

- Master of Divinity, Master of Arts, Master of Theological Studies, or equivalent degree from an ATS-accredited seminary or divinity school required (Master of Divinity preferred); additional graduate training in education, leadership, or a related field a plus.
- Minimum 7 years of experience in program leadership, ministry, or organizational leadership, with demonstrated experience managing complex, multi-program portfolios.
- Minimum 5 years of supervisory experience, with proven ability to develop high-performing teams.
- Deep commitment to and experience with young adults, leadership formation, or faith-based programming; familiarity with the landscape of young adulthood, Christian religious institutions, theological education, and leadership strongly preferred.
- Demonstrated ability to design and implement programs that integrate theological formation, relational community, and leadership development for diverse audiences.
- Experience presenting, preaching, speaking publicly, and teaching in program, event, or educational contexts required.
- Demonstrated ability to build and sustain strong interdepartmental and cross-institutional relationships; experience working collaboratively across multiple offices / teams necessary.
- Experience with grant-funded initiatives, including program reporting, budget stewardship, and funder relations, strongly preferred.
- Proficiency in Microsoft Office suite and project management tools (Monday, Asana, or similar); experience with LMS platforms, CRM systems (Salesforce, Slate, or similar) a plus.
- Excellent written and verbal communication skills, with the ability to represent the Seminary and Polaris professionally across academic, ecclesial, and public contexts.
- Demonstrated commitment to diversity, equity, inclusion, and belonging, with experience designing programs that center and welcome participants from diverse racial, ethnic, denominational, and socioeconomic backgrounds.
- Must be willing to relocate to or reside within commuting distance of Princeton, NJ. This position requires regular in-person presence on-campus and travel for events.

Other duties as assigned.

Physical / Environmental Demands

Ability to be mobile on campus with any needed accommodation. Works in an office environment; lifts up to 20 lbs. Remains in a stationary position approximately 50% of the time; wrist and hand movement related to computer work. Position requires occasional evening and weekend availability for program events and travel.