



JOB DESCRIPTION

DIRECTOR OF THE LEADERSHIP INSTITUTE

PURPOSE

The Director of the Leadership Institute fulfills three related functions in:

- Oversight of the Leadership Institute
- Program Development
- Program Support

The Director performs these functions in coordination with program coordinator of the Institute.

RESPONSIBILITIES AND DUTIES INCLUDE...

The Director carries out the following responsibilities:

- Coordinating the planning, development, implementation, and support of the Seminary's continuing education department, which includes
 - Managing planning, scheduling, budgeting, and operational efficiency within continuing education
 - Preparing and implementing a marketing plan for continuing education
 - Maintaining effective communication with administration, faculty, and staff
 - Coordinating with faculty to identify new continuing education courses and programs
 - Recruiting and evaluating faculty involved in continuing education programs, and related Leadership Institute staff and student workers
- Providing general oversight in the exploration of partnership programs with organizations and institutions, both internal to the Seminary (for example, the Centers) and external to the Seminary (for example, APCE)
- Developing new programs and initiatives that relate to the mission and vision of the school as outlined in the mission statement and strategic plan, including initiatives on the Charlotte campus:
 - An emerging area of responsibility relates to the use of technology in non-degree programs and initiatives. The Director:

- designs, implements, and evaluates programs and initiatives that utilize technology to make the resources of the seminary more accessible to congregations and their leaders.
 - offers technical support and initiatives to enable effective participation in non-degree programs and initiatives by leaders and participants.
- Supporting existing and emerging programs, in coordination with the program coordinator—while the tasks needed to fulfill this responsibility will evolve with the development of new initiatives and the availability of new technologies, they currently include:
 - Negotiating terms and agreements with leaders for each event
 - Working with event leaders to provide a message consistent with the Seminary’s objectives and with sound teaching methods
 - Writing copy for promotional materials, after obtaining event descriptions, objectives, and autobiographical information from event leaders
 - Managing the Institute’s pages on the Seminary website, in consultation with the Office of Communications
 - Updating information about our programs listed on other websites, such as the Transitional Ministry Education Consortium of the PCUSA and PCUSA websites
 - Submitting an Event Registration Form (ERF), in coordination with the program coordinator, to communicate with other departments on campus, such as Physical Plant, Media Services, Central Services, and Security, to ensure the appropriate coordination of service needs for continuing education events and programs
 - Requesting mailing lists from seminary affiliates such as the General Assembly of the Presbyterian Church (USA) and the United Methodist Church
 - Representing the seminary at the annual meetings of the Transitional Ministry Education Consortium, as needed
 - Working closely with the “logistics” for each event, including:
 1. the provision of hospitality for leaders and participants, and
 2. the evaluation of each event
- Developing and nurturing partnerships with other organizations, such as the Presbytery of the James and other presbyteries, educational institutions, and agencies
 - Preparing budget requests and reports, and initiating check requests for leaders’ honoraria, catering expenses, and other expenses of the Institute
 - Supervising the work of the program coordinator
 - Conducting an annual performance review of the program coordinator
 - Approving time sheets for the program coordinator and student workers
 - Handling other tasks that further the work of the Institute, or of the seminary, as requested by the Academic Dean

KNOWLEDGE AND SKILLS NEEDED

- Minimum of a master's degree in a field appropriate to this position, such as a basic theological degree (MA or MDiv), a degree in adult education, or a degree in business and/or marketing—extensive work experience may demonstrate an equivalent for such a degree
- Knowledge of adult education theory and practice including program design, the writing of educational objectives, learning strategies, needs assessment, and program evaluation
- Ability to research the lifelong learning needs and interests of constituents, the broader landscape and “market” of continuing education, and the feasibility of new program initiatives
- Ability to design a variety of short-term educational programs, such as workshops, seminars, teleconferences, and conferences
- Familiarity with the use of technology in educational environments
- Ability to provide and coordinate conference services (registration of participants, lodging, refreshments and catered meals, meeting space)
- Ability to take initiative, manage time and multiple tasks effectively, and work effectively and creatively with others in the development and coordination of programming
- Excellent spoken and written communication skills – experience writing and editing copy for promotional materials and other written pieces for marketing educational programs
- Expertise with computer programs, such as Microsoft Office
- Ability to work collegially with church professionals, lay persons, and campus personnel

WORKING CONDITIONS AND BENEFITS

- Hours are generally Monday to Friday from 8:00 a.m. to 4:30 p.m. on the Richmond Campus
- Position requires evening and weekend hours, as needed, for distance education programs and special events
- Position requires available to travel out of town, generally for no more than two nights
- Full-time administrative staff benefits apply

EXEMPT STATUS

- Exempt position (Employee is not eligible for overtime compensation)

ACCOUNTABILITY

The Director of the Leadership Institute shall be accountable to the Academic Dean for the exercise of his or her responsibilities. A review of his or her yearly goals, objectives, and performance shall occur annually with the Academic Dean. Such a review will be in accordance with the personnel guidelines of the seminary.