



## **JOB DESCRIPTION**

### **DIRECTOR OF PROGRAM DEVELOPMENT THE LEADERSHIP INSTITUTE**

#### **PURPOSE**

The Director of Program Development fulfills two related functions in The Leadership Institute:

- Program Development
- Program Support

The Director of Program Development performs these functions in coordination with the appropriate dean and the program coordinator of the Institute.

#### **RESPONSIBILITIES AND DUTIES INCLUDE...**

The Director of Program Development carries out the following responsibilities:

- Developing new programs and initiatives that relate to the mission and vision of the school as outlined in the mission statement and strategic plan, in coordination with the dean, including new initiatives on the Charlotte campus:
  - An emerging area of responsibility relates to the use of technology in non-degree programs and initiatives. The Director of Program Development:
    - 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 dean and 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 TCN, PCBAA, and PCUSA websites
- Communicating with other departments on campus, such as Physical Plant, Media Services, Central Services, and Security, to ensure the appropriate coordination of service needs – this area may be shared with the program coordinator as a whole or in part, and includes the following:
  1. Coordinating the reproduction of handouts and other materials
  2. Coordinating the closing of meeting rooms immediately following events (lights off, equipment secured, doors locked, windows closed, cups/cans off tables, etc.)
  3. Coordinating the mailing or e-mailing of promotional materials
  4. Coordinating the planning, purchase, and set-up of refreshments for events and of catered meals for special events, as needed
- Requesting mailing lists from seminary affiliates such as the General Assembly of the Presbyterian Church (USA), The Church Network, the Presbyterian Administrators Network, and the United Methodist Church
- Providing staff support for church business administration seminars, including:
  1. Serving as Site Director, if requested
  2. Compiling statistics for TCN
  3. Approving, evaluating, and assessing CBA projects, if requested
- Providing primary staff support for interim training seminars, including the provision of an annual report to the Transitional Ministry Educational Consortium of the Presbyterian Church (USA)
- Representing the seminary at the annual meetings of The Church Network and Interim Ministry Consortium of the Presbyterian Church (USA), if requested
- 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
- Approving time sheets for the program coordinator
- Handling other tasks that further the work of the Institute, or of the seminary, as requested by the 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 Program Development shall be accountable to the appropriate 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 dean. Such a review will be in accordance with the personnel guidelines of the seminary.

Revised  
March 2018