



## **PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT**

### **CHIEF OF STAFF TO THE PRESIDENT and SECRETARY TO THE BOARD OF DIRECTORS**

#### **INSTITUTIONAL SUMMARY:**

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.). Rooted in the Reformed tradition, the Seminary is committed to the formation of students for theologically reflective ministry and to scholarship in service to the global Church of Jesus Christ. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is comprised of Presbyterians, Baptists, Methodists, Episcopalians, Orthodox, and more than 20 other traditions from more than 30 U.S. states and countries around the world.

#### **POSITION SUMMARY**

Reporting to the President, the Chief of Staff and Secretary to the Board of Directors provides executive level administrative support to the President and to the Board of Directors. In this role, the Chief of Staff provides strategic leadership at the direction of the President with seminary special projects; provides administrative leadership and coordination to the seminary's administrative Cabinet; and conducts overall administrative leadership to the Office of the President. The Secretary to the Board of Directors manages correspondence to the Board; provides administrative support to the Chair of the Board in their institutional role, and coordinates all aspects of board committees and board meetings. As a single position in a dual role, the Chief of Staff and Secretary to the Board of Directors offers pivotal strategic counsel and advice to the seminary's executive leadership, specifically the President and Board chairperson.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

##### **Chief of Staff to the President (70%)**

- Consults with the president regularly on institutional, cabinet, and office priorities and maintains confidentiality of conversations and materials.
- Executes cross-functional project management for the seminary's senior leaders.
- Consults with the president and cabinet on special projects.
- Maintains appointment calendar, prioritizing and accommodating changes and changing priorities as needed.
- Coordinates travel and meeting registrations for the president.
- Reconciles expense reports and credit card statements for the president.
- Screens incoming telephone calls and mail for the president and takes action when appropriate.
- Prepares written communications and maintains files (paper and electronic) for the president, including correspondence, memoranda, proposals, mailings, etc, doing so hospitably and with clarity.
- Maintains a running list of the president's meetings, seminars, annual meetings, etc. to use at the end of the fiscal year to create metrics.
- Maintains mailing and contact lists.
- Serve as secretary to the cabinet, taking notes in cabinet meetings, preparing notes for distribution, and tracking cabinet action items.
- Other administrative assistance as assigned.

### **Secretary to the Board of Directors (30%)**

- Plans, manages, and provides support for Board meetings.
- Ensures, alongside appropriate staff, the preparation of agendas, materials, program, and logistics for all Board and committee meetings.
- Coordinates and prepares materials for new Board member orientation.
- Works with members of the cabinet and committee chairs to schedule and carry out committee meetings.
- Records and prepares minutes for all Board and executive committee meetings and secures board secretary acceptance of the minutes.
- Assists Board members in scheduling meetings or phone calls on behalf of PTS or the Board of Directors.
- Maintains Board and PTS policy files, paper and electronic.
- Researches/provides meeting dates for two-year periods, as needed
- Distributes Board Conflict of Interest Statements annually and collects required signatures.
- Assist Board members with all aspects of attendance at PTS board meetings, including travel, accommodations and creation of individual itineraries.
- Other Board assistance as required.

### **SKILLS AND QUALIFICATIONS**

- Minimum of five (5) years of, or a combination of administrative and business experience
- Strong organizational, project management, and problem-solving abilities
- Demonstrated ability to give careful attention to detail in a fast-paced, dynamic work environment
- Excellent written and oral communication & interpersonal skills
- Proven ability to handle confidential material accurately and with sensitivity
- Ability to work in a multi-cultural and diverse environment
- Proficient PC and technological skills

### **EDUCATION/TRAINING/EXPERIENCE**

- **Required**
  - Bachelor's Degree
  - C-Suite experience
- **Preferred**
  - Master's degree preferred
  - Experience in higher education or theological education a plus

### **WORK ENVIRONMENT**

Hybrid work schedule: in office three days per week (T-Th); remote work two days (M & F)  
Some travel required for professional development meetings (totaling 10%).

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also complies with all applicable federal, state and local laws and executive orders relating to equal opportunity in employment.

### **TO APPLY**

Interested candidates should provide a cover letter, a complete CV or resume, and the names and contact information (phone and e-mail) for three references. Application materials should be submitted to [careers@pts.edu](mailto:careers@pts.edu). Women, BIPOC, and candidates from underrepresented communities are encouraged to apply.

The search committee will begin the pre-screening process on June 15, 2024. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.