



PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT

DIRECTOR FAITH FORMING FAMILIES (F3) NETWORK

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:

This position, with five-year partial funding from the Lilly Endowment, is responsible for the creation, and development of the administrative infrastructure of the Faith Forming Families Network (F3 Network) as well as establishing the research, community development, and pedagogical components.

<https://lillyendowment.org/wp-content/uploads/2023/07/christian-parenting-grantees.pdf>
<https://www.pts.edu/Lilly-Grant-F3-Network>

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the Vice President for Strategic Initiatives and Continuing Education (VPSICE), the director provides administrative leadership and supervision for the F3 Network. Their work directs and administers scholarly, educational, and programmatic activities aimed at strengthening faith formation in families through building a network that provides creative and innovative ways to engage parents and caregivers in collaboration with our already identified neighbor partners. The F3 Network will work in urban and rural settings to promote the Seminary's mission and vision through--direct and indirect program direction and oversight of the following, but not limited to:

A. ADMINISTRATION

1. **Supervision.** Provides general supervisory management to the F3 Network staff including the Program Coordinator and Post-Doctoral Fellow.
2. **Liaison.** Serves as the primary contact for the F3 Network partners. Director will work with VPSICE to identify further partnership opportunities. Responsibilities include providing leadership and convening the Network Advisory Board.
3. **Budget Management.** Manages the budgetary allocations of the F3 Network. Responsible for managing and ensuring proper records, reports, and statistics for all F3 Network grants.
4. **Grant Reporting.** Responsible for timely and accurate submission of the grant program and financial activities to the Lilly Endowment.



B. RESEARCH ACTIVITIES

1. The Director serves as the Principal Investigator for all F3 Network related research activities.
2. Responsible for the oversight of the annual Post-Doctoral Fellow in partnership with the Fred Rogers Institute at St. Vincent College.

C. ACADEMICS

1. Collaborates with the Vice President for Strategic Initiatives and Continuing Education and the Vice President for Academic Affairs and Dean of Faculty to ensure curriculum integration with work of the Post-Doctoral Fellow program.

D. ANCILLARY DUTIES

1. Performs tasks which are supportive in nature to the essential functions of the job, but which may be altered or re-designed depending upon individual circumstances.

SUPERVISORY RESPONSIBILITIES

Program Coordinator, Post-Doctoral Fellow, and graduate assistant student(s) assigned to the F3 Network.

QUALIFICATION/REQUIREMENTS

The director will have a proven track record of community engagement, building teams, recruiting partners, and fund raising. Women and minorities are strongly encouraged to apply. The ability to communicate effectively and efficiently will be essential to success. The director will convene high-energy and high-powered partners who are motivated to create and innovate opportunities for faith and moral formation of children and their caregivers.

EDUCATION/TRAINING/EXPERIENCE

Master's degree required
Community organizing experience preferred
Education and/or non-profit experience preferred

WORK ENVIRONMENT

Hybrid: in office three days per week (T-Th); remote work two days (M & F)
Local travel (within 100 miles) 40% of time
This is a five (5) year grant funded position

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.

This position is anticipated to start **January 1, 2024**; however, applications will be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.