



## **PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT**

### **VICE PRESIDENT FOR STRATEGIC INITIATIVES & CONTINUING EDUCATION**

#### **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 Vice President for Strategic Initiatives and Continuing Education ("VPSI & CE") identifies, leads, and develops strategic, mutually beneficial external partnerships with other organizations whose missions align with Pittsburgh Theological Seminary. The VPSI & CE will work with internal stakeholders to coordinate and implement strategic relationships for the advancement of the Seminary's mission. This position sits on the President's Cabinet.

The VPSI & CE is responsible for the management and oversight of the continuing education programming of the Seminary and working closely with the Vice President for Academic Affairs/Dean of Faculty. They supervise and resource the Pittsburgh Seminary Neighborhood Collaborative's special program directors; provide relevant, didactic learning opportunities; and attempt to reach current and prospective students in new ways. The VPSI & CE will work to build relationships with internal partners, key stakeholders, and potential stakeholders to gather and develop innovative proposals.

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

- I. Strategic Partnerships and Programming
  - a. Work with the President to manage for the Seminary's partnership activities; and develop & direct the implementation of long-range plans and short-term strategies to meet those objectives.
  - b. Research, develop, and coordinate as appropriate, new initiatives to advance the Seminary.
  - c. Develop and maintain key relationships with ministry partners including but not limited to mission organizations, congregations, and academic institutions.
  - d. Develop, implement, and cultivate partnerships and strategic alliances to reach institutional goals and objectives.
  - e. Together with the Vice President for Academic Affairs/Dean of Faculty, manage the goals and objectives of; and participate in academic certificates implemented by the Collaborative.
- II. Fiscal and Personnel Management
  - a. Manage fiscal activities and control expenditures in accordance with budget allocations.
  - b. Oversee and manage the PTS Collaborative: Adaptive and Innovative Ministry; Continuing Education; Kelso Museum; Metro Urban Institute; Summer Youth Institute; World Mission Initiative; and Faith Forming Families (F3) Network. Work closely with the other Vice Presidents to steer grants management and other cross institutional functions.
- III. Advancing the Seminary Mission
  - a. Assist and consult on the creation of external and internal presentations as needed, at times leading them. This could include presentations to the President, Cabinet, Board of Directors, and other key stakeholders and constituencies.
  - b. With Seminary stakeholders, raise profiles of special programs to reach new audiences.
  - c. Working closely with the Vice President for Seminary Advancement, develop cases of support and identify and cultivate new donors that generate financial support for the seminary.

## **SUPERVISORY RESPONSIBILITIES**

Provide executive level management of personnel, which includes work allocation, training, promotion and enforcement of internal procedures and controls, and problem resolution; evaluate performance and make recommendations for personnel actions; motivate employees to achieve peak productivity and performance.

## **SKILLS AND QUALIFICATIONS**

- Intimate knowledge of, familiarity with, and involvement in community organizations in and around Pittsburgh and Western Pennsylvania
- Mastery of Executive Leadership
- Familiarity with the Presbyterian Church (USA) and other mainline/non-traditional church judicatories/parachurches
- Significant experience in building, leading, and motivating teams
- Significant experience with fundraising and/or grant management
- Strong written and oral communication and interpersonal skills
- Strong organizational, project management, and problem-solving abilities
- Proficient PC skills

## **EDUCATION/TRAINING/EXPERIENCE**

- Master's degree in theology or related field preferred
- Affiliation with a Christian denomination
- Minimum ten (10) years' experience working in higher education, or non-profit sector
- Minimum ten (10) years leading teams and directing programs
- Ordination preferred, not required

## **WORK ENVIRONMENT**

Hybrid work schedule: in office three days per week (T-Th); remote work two days (M & F)  
Significant regional travel required. Some domestic travel required (totaling 25%).

## **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 May 1, 2024. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.