INSTITUTIONAL OVERVIEW:

Pittsburgh Theological Seminary is a graduate school affiliated with the Presbyterian Church (USA) having roots dating back to 1794. Additional information about the Seminary can be read online at www.pts.edu.

POSITION SUMMARY:

The Vice-President for Planning and Institutional Effectiveness (VP) will be responsible for leading an institutional planning cycle that is well integrated into the mission, governance and leadership of the Seminary. Under the direction of the President, the VP will facilitate collaboration within the institution (including the Seminary’s faculty, administration, staff, students, alumnae/i and friends) in formulating the Seminary’s strategic objectives and overseeing execution on those objectives, making sure there is coordination of the Seminary’s departments and programs to institutional strategy. The VP will provide data and analysis to support strategic planning, policy-making, and resource allocation. With the other members of the President’s Administrative Cabinet and the Chair of the Seminary’s Accreditation Self Study Team, the VP will develop a body of evidence that the Seminary is achieving its strategic objectives and recommend refinements where needed in reaching those objectives. The VP will work closely with the Pittsburgh Theological Seminary Board of Directors in aligning its meeting agendas with the Seminary’s strategic objectives and provide relevant materials and performance indicators.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The VP, along with other members of the President’s Cabinet, will support the President and the Faculty in leading continual renewal of the institution’s planning guided by its mission and vision. As Vice-President for Planning and Institutional Effectiveness, he/she will work closely with the President ensuring that the Seminary’s mission and vision as articulated in the strategic plan are implemented in a coherent and timely fashion.

The VP will be responsible for implementing and managing a recurring strategic planning cycle and will have a key role in the President’s Strategic Planning Advisory Council, a representative advisory body (comprised of faculty, administrators and staff) that makes recommendations to the President on strategic initiatives.

The VP will provide data and analysis necessary to support the President in institutional planning and evaluation of new opportunities.

The VP will develop, interpret and proactively communicate performance indicators and associated metrics used to assess effectiveness in reaching the Seminary’s strategic objectives and will make recommendations to the President on organizational improvements when necessary.

Working collaboratively within the institution and specifically with the Chair of the Seminary’s Accreditation Self Study Team, the VP will provide support to the Seminary’s ongoing assessment efforts and resulting program changes and improvements.

Working with the President, the VP will manage official communications, agendas, and meetings of the Board of Directors and be responsible for focusing the Board on institutional strategic planning. The VP will work with the Seminary’s legal counsel to manage approval of changes to the Seminary By-Laws.
and/or Constitution and be responsible for administering sound planning and governance principles for the Board.

The VP will work with the President and Vice President for Finance and Administration in the institutional budgeting process to ensure Seminary priorities/goals are funded. The VP will perform other duties as assigned by the President.

QUALIFICATIONS:

This position requires experience in institutional planning, evidence of strong collaborative leadership and a strategic approach to issues. The ideal candidate will be familiar with academic culture, possess an understanding of theological education, and have a Christian commitment compatible with Pittsburgh Theological Seminary.

Other qualifications include:

- High integrity
- Diplomacy
- Outstanding communication and influencing skills
- Emotional intelligence
- Strong critical thinking skills
- Well developed organizational skills
- Ability to analyze and interpret data
- Experience with research design
- High motivation
- Board governance experience

EDUCATION AND EXPERIENCE:

Master’s degree required; Doctorate preferred. The ideal candidate will have at least five years experience in higher education administration or have significant management experience in a similar setting. The candidate should also have experience in institutional planning and assessment or program development and implementation. He/she must be proficient in the use of personal computers and have experience using software to translate qualitative data into meaningful reports for strategic planning, assessment and evidence-based decision-making.

GENERAL EXPECTATION:

As expected of all employees of the Seminary, the VP will abide by the current laws and organizational policies and procedures designed and implemented to promote a caring and ecumenical community which is free of harassment and other forms of illegal discriminatory behavior in the work place.

APPLYING:

The search committee will begin to review applications on May 23 and will continue until the position is filled. Letter of intent, résumé, names and contact information of at least three references should be submitted to Mrs. Lee Bognar, Secretary to the Vice President for Finance and Administration, Pittsburgh Theological Seminary, 616 N. Highland Avenue, Pittsburgh, PA 15206 or by e-mail to Bognar@pts.edu.