Title: Director of Formation and Learning
Position: Director of Formation and Learning
Department: Continuing Education
Full-time or Part-time: FT Exempt
Hours per week: 35
Months per year: 12
Work Schedule: PTSem Office Hours; flexible/variable based on student programming
Reports to: Associate Dean of Continuing Education

Job Purpose: The Director of Formation and Learning creates and facilitates programs, offerings, and resource development for external learners and the broader public on behalf of Princeton Theological Seminary. This position will manage the design and build processes of programs that focus on preaching and congregational leadership, as well as the theological formation of public and executive leaders. This position will collaborate with various internal offices and external contractors to achieve the design, coordination, recruitment, delivery, and assessment of the Office of Continuing Education’s growing opportunities for pastoral and leadership formation.

Essential Functions:
Programmatic Leadership 50% of time

- Collaborate with the Associate Dean to develop and facilitate a growing slate of programs (certificates, digital courses, and events) that serve key external audiences identified by the Seminary’s strategic plan and the Office of Continuing Education’s business plan.
- Work closely with campus partners across offices to oversee the process of designing and delivering programs, managing key internal partner relationships and external vendors in a highly responsive, organized, and professional manner.
- Set, interpret, and communicate the learning objectives of programs and offerings (i.e. the Certificate in Theology and Ministry program) to academic, ecclesial, and organizational bodies in order to strengthen networks, promote the Seminary, and recruit program and event participants.
- Manage, monitor, and facilitate the assessment plans for offerings, working closely with the Project Communication Coordinator, and campus partners.
- Oversee the ongoing development and refinement of programmatic initiatives, with particular focus on places where non-degree and degree programs can share learning, assessment practices, and content development.
Pastoral Support and Network Nurture 15% of time

- Provide pastoral support for the Office of Continuing Education’s program and event participants, understanding role as a “leader to leaders.”
- Prioritize and implement practices of inclusion and hospitality to every person in the wider Princeton Seminary community, including participants, leaders, PTS colleagues, initial contacts, partners, and students.
- Cultivate and nurture relationships with key leaders in and among a growing network of ATS schools, institutions of higher learning, congregations, and collaborative organizations. This includes established and emerging scholars, funders, and potential programmatic partners.

Administrative Leadership 15% of time

- Work collaboratively with the Office of Continuing Education staff to facilitate administrative and operational leadership for programs and events.
- Work closely with the Project Communication Coordinator to develop and produce multimedia educational resources for the church and the academy related to all programs and events.
- Work collaboratively with the Office of Continuing Education staff to develop and implement marketing strategies for programs, events, and initiatives.
- Manage, monitor, and enhance assessment practices of programs and events in alignment with the vision and goals of Princeton Theological Seminary.
- Work closely with the Business Manager on event and program budgets to collaboratively steward the Office of Continuing Education’s business plan.

Supervisory Responsibilities 10% of time

- Recruits, trains, supports, and supervises student and part-time staff according to annual program, event, and project budgetary allotment and needs.
- Meets regularly with student workers and support staff, and manages onboarding, logistics, and performance of all program-related staff.

Institutional Support 10% of time

- Serves on committees and task forces and performs occasional administrative duties that serve the wider institution of Princeton Seminary.
- Forms and maintains positive relationships with faculty, administration, staff, and students of Princeton Seminary.
- Collaborates with multiple offices on campus to share and to learn best practices and expertise with and from colleagues and students at Princeton Seminary.

Supports and contributes to hiring efforts that meet operational and missional needs for the Office of Continuing Education.

Other duties may be assigned by the Associate Dean of Continuing Education.

QUALIFICATIONS AND SKILLS:

- Master of Divinity Degree from an ATS Seminary or Divinity School is required.
- Ordination is preferred.
- Expertise in ministry operations or creative development of ministry programs required.
• A minimum of 5 years of experience in leading roles in a congregation or institution is required. 7-10 years of experience in leading roles in a congregation or institution is preferred.
• Ability to learn quickly and master computer systems and programs necessary to facilitate work tasks, including Microsoft Office 365, Zoom, Mailchimp, Wordpress, and Brightspace. CRM experience a plus.
• Ability to reflect theologically on the nature and of ministry and leadership.
• Experience with teaching and/or presenting in educational and training programs.
• Must possess a commitment to the health and well-being of colleagues, community, and constituencies served.
• Ability to train, support, and supervise staff.
• Ability to maintain confidentiality and effectively steward sensitive information.
• Actively support and advance the mission of Princeton Theological Seminary.
• Proven commitment to equity, inclusion, diversity, and anti-racism.
• Must be willing to relocate if not already living in Princeton, NJ region. This is an in-person position.

**PHYSICAL / ENVIRONMENTAL DEMANDS:**

Ability to be mobile on campus with any needed accommodation, works in office environment, lifts up to 20 lbs., remain in a stationary position 50% of the time, wrist and hand movement related to computer work.

This description reflects essential functions of the position, it does not restrict tasks that may be assigned or changed at any time.

Prepared by: **Abigail Rusert**  
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