Position: Business Manager  
Office of Continuing Education  
Princeton Theological Seminary

Princeton Theological Seminary is hiring a Business Manager for an innovative team of leaders in the Office of Continuing Education. The Business Manager will provide strategic support and collaborative direction for all financial and budgetary aspects of the Office’s operations. They will work closely with the Associate Dean to develop strategic financial goals, oversee the office’s business plan, and manage the financial side of the student experience for various programs. The Business Manager will track and bring continuous improvement to internal budgetary operations, collaborating closely with Princeton Theological Seminary’s Business Office to provide high quality financial stewardship for historic and emerging initiatives.

**Key Responsibilities**

Specific duties of the Business Manager include:

- Oversee all aspects of financial operations for the Office of Continuing Education to align with budget and resources, such as maintaining program and grant budgets, developing new project budgets, working with the staff to align budget projections, and assisting in selecting and maintaining key technology used in finances, revenue, funder relations and communications;
- Liaise with external vendors and generate contracts on behalf of all programs associated with external audiences.
- Prepare regular financial and narrative reports for office leadership, funders, the PTS board, and work collaboratively with the PTS Business Office to submit financial reports;
- Prepare and edit grant budget proposals, contribute to grant writing for ongoing funding, collaborate with the Office of Advancement to cultivate donors;
- Oversee the development of strategic goals and operational plan for introducing and maintaining a suite of resources and products for key audiences;
- Work with staff and student workers to achieve strategic goals in revenue generation, foundation relations, reporting on grants/donations, and network building for prospective donors;
- Steward a newly developed Business Plan, and work with staff to revise and update the plan on an ongoing basis.
- Work with staff to design new programs on an ongoing basis.

Other responsibilities may be assigned as needed by the organization.
**Required Skills and Experience:**
- Bachelor’s Degree in Accounting or Business/Finance with a minimum of 3 years of experience in a similar role in financial or grants (post award) management
- Excellent attention to detail
- Excellent interpersonal and team skills, extremely collegial
- Excellent organizational and time-management skills
- Outstanding communication skills, written and oral
- Integrity/ethics beyond reproach
- Demonstrated resourcefulness and good judgment
- Constantly looking to apply best practices
- Willingness to learn new skills as needed
- Demonstrated enthusiasm for, understanding of, and commitment to Princeton Theological Seminary’s mission and goals
- Demonstrate strong analytical and problem-solving abilities
- Microsoft Office Suite (especially Word, Excel, PowerPoint, and OneDrive), Moderate to advanced knowledge of Raisers’ Edge (or CRM systems more generally) would be a plus
- Desire, energy, and capacity to support and motivate a team of passionate and invested leaders toward a profitable financial future
- Confidently identify as an awesome person

**Additional Skills:**
We are looking for candidates with the desire and ability to make a difference. Strong candidates will be looking for a chance to help develop new constituencies in theological education, collaborate with faculty and key external partners, and impact a growing roster of programs within an institution. Candidates who self-identify as passionate and invested leaders will fit well with our team’s dynamic.

**Salary and Benefits**
This position is full-time. The salary for this position is commensurate with experience.

**Application Process**
Qualified candidates should submit the following application materials in one PDF document:

- Cover letter describing your interest in the mission and vision of Princeton Theological Seminary and in the Business Manager position specifically.
- Resume or CV.
- Three professional references who can speak to your ability to fulfill the job duties described above. Please include contact information and your relationship to each reference.

- Please submit to Human Resources at apply@ptsem.edu. Thank you.