



Meadville Lombard Theological School Senior Director of Lifelong Learning

Meadville Lombard Theological School, located in downtown Chicago, is currently seeking a full-time Senior Director of Lifelong Learning who will be a key player in the success of our co-curricular programs and relaunched Doctor of Ministry degree program.

A graduate theological institution, Meadville Lombard is academically rigorous, spiritually grounded, unapologetically progressive, and deeply committed to teaching and learning for social justice and transformation. Meadville Lombard's innovative education model is a low residency program grounded in service learning and integrated internships.

Students travel to Chicago two times a year for learning convocations and intensives in addition to regular contact with faculty and students through a variety of standard technology formats. The successful candidate must have competency in functioning in a multiracial, multicultural, and theologically diverse learning and work environment.

JOB SUMMARY

Reporting directly to the Vice President for Academic and Student Affairs (VP-ASA), the Sr. Director of Lifelong Learning (Sr. Director) is a full time 12-month exempt position. The Sr. Director has responsibility for creating, developing, implementing, and evaluating the School's co-curricular Lifelong Learning programs consistent with identified needs and strategic initiatives. The current Director of The Fahs Collaborative will report to the Sr. Director as will other leaders of co-curricular programs as the Lifelong Learning Institute grows. The Sr. Director must be able to think strategically, creatively, collaboratively, and practically to develop, implement, and evaluate programs within the Lifelong Learning Institute as well as the Institute as a whole. Skill and experience facilitating collaborations across diverse groups of people and projects using intercultural sensitivity and literacy are critical to success.

The Sr. Director will also be responsible for relaunching and directing our Doctor of Ministry degree program.

The person filling this position will be expected to be in Chicago at least once a week, any time students are on campus, and whenever the Lifelong Learning Institute is hosting an event.

Responsibilities of this position include but are not limited to:

Lifelong Learning Institute

- Develop objectives, plans, and a budget for the Lifelong Learning Institute to meet School goals for revenue and engagement, including identification, assessment, management, and monitoring of risks.
- Develop a plan to officially launch the Lifelong Learning Institute in the Fall of 2022; this should include pre-launch events such as lectures, panels, gatherings, etc. beginning as soon as

practicable. Key components of this plan should include goals, strategies, and timetables for the various segments of the Lifelong Learning Institute.

- Clarify and communicate the concept of lifelong learning, including continuing education units (CEU), for the staff, alumni, and faculty.
- Monitor the implementation of programs and the quality of service.
- Develop, implement, maintain, and evaluate ongoing programs in collaboration with faculty and staff.
- Manage the budget for the Institute.
- Collaborate with the Director of Development to obtain grants and gifts to support the Lifelong Learning Institute.
- Work with the Director of Communications to develop a marketing plan for the Institute.
- Cultivate relationships with and become familiar with continuing education and credentialing requirements for other religious denominations.
- As approved, select, evaluate, and develop both professional and support personnel ensuring their knowledge of their responsibilities.
- Develop and maintain a variety of relationships to ensure constant awareness of developments in the adult and continuing education markets and communicate information to the Vice President for Academic & Student Affairs.
- Promote alliances between the School and local community-based organizations, seminaries, social service agencies, and business and industry, including space rentals, faculty exchange, customized programming using currently available resources, etc.

D.Min. Program

- Recommend modifications to the 2021 plan for a new D.Min. program at MLTS based on demographic trends and best practices. Key components of this plan should include goals, strategies, and timetables for the relaunch of a comprehensive and results-oriented Doctor of Ministry program. The focus of the D.Min. program will be Leadership.
- Working with the Director of Enrollment Mgmt & Student Affairs, implement the program with a goal of a first entering class in Fall 2023.
- Create and implement evaluation processes to assess financial viability and student learning outcomes and use feedback to make changes as appropriate in collaboration with appropriate colleagues.
- Advise all D.Min. students.
- Collaborate with faculty to create and implement courses for the program.
- Teach one course each year in the D.Min. program.
- Work with thesis advisors assigned by the VP-ASA.
- Manage the budget for the D.Min. program.
- Serve as member of D.Min. committees.
- Work with students to create and implement annual colloquia.

Other

- Assisting the Lifelong Learning Institute staff in their professional development, creating an environment for their continuing education and motivation.
- Some weekend and/or evening work required.
- Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

QUALIFICATIONS:

A Doctorate in Higher Education or a related field from a fully accredited academic institution is required. The Sr. Director is also required to have at least 3 years continuing education administrative experience and evidence of the ability to manage a diverse range of programs and personnel. 3 years of ministerial experience or teaching in a theological school setting is also a prerequisite. Entrepreneurial experience is highly desired. In addition, the following would be beneficial as well:

- Grant writing and management experience.
- Experience in multifaith and multicultural settings.
- General understanding of Intercultural Development Inventory (IDI).

Personal competencies and skills:

- Passionate about and experienced in building and growing successful life-long learning programs or similar.
- Ability to identify continuing education needs across multiple denominations and other audiences.
- Ability to guide ministerial professionals toward their vocational goals related to leadership.
- Demonstrated success in community engagement.
- Excellent written, oral, and interpersonal communication skills.
- Ability to work with diverse internal and external partners.
- Comfortable fundraising and networking.
- Ability to effectively manage multiple programs and competing priorities as well as teams in both traditional and non-traditional organizational structures.
- Computer proficiency including Microsoft Office (Teams) and fluency with internet applications and a willingness to learn new applications.
- Ability to function as a team player in a fast-paced culture along with dependability, a sense of humor, and a good deal of enthusiasm is important.

Salary range: \$75,000-85,000

Meadville Lombard Theological School is an Equal Opportunity Employer and encourages women, persons of color, and persons with disabilities to apply. The School is committed to enriching its educational experience through the diversity of its faculty, administration and staff. Candidates who meet most, but not all, position qualifications and who are prepared to fulfill all position responsibilities are welcome to apply. Please use your cover letter to explain why you are confident that you will be successful in this position.

Meadville Lombard Theological School offers a competitive salary and benefits package including family leave and spouse/partner/family insurance options.

Interested applicants should submit:

1. a cover letter detailing why you are interested in this position,
2. a current resume or CV,
3. contact information for three professional references, and

4. a Diversity Statement — may include your interpretation of diversity, inclusion, gender equity and must include specific examples of how your educational and/or professional experiences, background/philosophy has prepared you for this role (maximum 500 words).

By email to:

Cindi Redman, Vice President, Finance and Administration
Meadville Lombard Theological School
credman@meadville.edu

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Applications will be accepted until August 15, 2021.

We thank all applicants in advance for their interest, however,

ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

7/1/21