



JOB DESCRIPTION

DIRECTOR OF THE LEADERSHIP INSTITUTE

Union Presbyterian Seminary

PURPOSE

The Director of the Leadership Institute (LI) leads UPSem's continuing education ministry, with a primary focus on equipping pastors, church leaders, and congregations to flourish in their calling. The Director shapes programs and partnerships that bring the resources of theological education directly to the life of the church—making quality theological formation accessible across a range of denominational traditions, contexts, and communities. The Director reports to the Vice President for Strategy and Institutional Effectiveness and works in close collaboration with campus partners (e.g., Advancement, Marketing and Communications, Seminary Extended).

RESPONSIBILITIES AND DUTIES

Leadership, Administration & Programming – 50%

- Provide strategic leadership for the Leadership Institute, including vision development, operational planning, budget management, and annual reporting in accord with the seminary's strategic plan
- Design and deliver continuing education programs—workshops, seminars, online courses, and certificates—that address the practical needs of pastoral leaders and congregations, including on the Charlotte campus
- Coordinate with faculty to develop new courses and programs; recruit, support, and evaluate continuing education instructors
- Represent UPSem at denominational gatherings and continuing education consortia.
- Partner with the seminary's four Centers to develop collaborative programming and identify shared opportunities for continuing education
- Partner with the UPSem Advancement Team to advance Blount Hall campaign priorities.
- Supervise the Leadership Institute staff, including annual performance reviews; manage staff and student worker timesheets
- Handle other tasks that further the work of the Institute or the seminary as requested

Marketing, Communications & Web – 20%

- In partnership with the UPSem Marketing and Communications team, develop and implement a comprehensive marketing strategy for continuing education, including brand messaging and content creation; social media management and promotional campaigns; marketing collateral for programs and events; and podcast production and digital communications.

- Provide strategic direction for all marketing and communications; the administrative assistant supports execution and day-to-day implementation
- Manage the Leadership Institute's continuing education website and associated webpages, maintaining accurate and engaging content across all program areas

Community & Church Relationships – 15%

- Build and sustain active relationships with pastors, congregations, presbyteries, synods, and ecumenical partners (e.g., PC(USA), UMC, Cooperative Baptist Fellowship) to amplify programming and extend reach into congregational life
- Plan and execute community-focused events with local outreach; build partnerships with community organizations and develop programming that connects the seminary with the broader community

Seminary Extended – 15%

- Serve as the Leadership Institute's collaborative partner in Seminary Extended, the \$10 million Lilly Endowment grant connecting UPSem with Louisville Presbyterian Theological Seminary and Eastern Mennonite Seminary; align LI programming with grant priorities and learnings and participate in Advisory Council meetings as appropriate

KNOWLEDGE AND SKILLS NEEDED

- Master's degree in relevant field required (higher education administration, nonprofit management, theology, ministry), doctoral degree welcome.
- Demonstrated experience in higher education or nonprofit administration, including program development, adult education, continuing education, budget management, and staff supervision
- Familiarity with congregational life, denominational structures, and the formation of pastoral leaders to build credibility with church partners and denominational leaders and to design relevant programming
- Ability to assess constituent needs and use data to inform program development and planning
- Strong written and verbal communication skills; experience with educational marketing
- Proficiency with digital communications tools and standard office software

WORKING CONDITIONS AND BENEFITS

- Exempt, full-time position located on the Richmond Campus; standard hours Monday-Friday 8:30 – 5:00
- Some weekends and evenings required
- Occasional travel required, including periodic visits to the Charlotte campus; overnight travel generally no more than two nights at a time
- Comprehensive benefits include health, dental, and vision insurance; employer-sponsored retirement plan; and a generous paid vacation and holiday schedule

Please submit a cover letter and CV or resumé to tamora.droppa@upsem.edu. Review of applications will begin immediately and continue until position is filled.