

# GORDON CONWELL

## THEOLOGICAL SEMINARY

**Title:** Director of Thriving in Ministry  
**Reports to:** Senior Director of Alumni Engagement  
**Location:** South Hamilton, MA  
**Status:** Full-time (37.5 hours per week)

### Overview

Gordon-Conwell is a multidenominational, protestant graduate school, unique with its broad array of over 1,300 students and 200 faculty and staff from 78 denominations and over 50 countries. We offer a residential model of education at South Hamilton, MA (our main campus); an urban context in Boston, MA; adult educational models in both our Charlotte, NC campus and our offerings in Jacksonville, FL; in addition to online and cohort models involving students from around the world.

Our mission is to prepare men and women for ministry at home and abroad. Rooted in the gospel and God's Word, the seminary seeks to develop Christian leaders who are thoughtful, globally aware, spiritually mature, and ready for a broad array of ministries. While being historically orthodox and evangelical, we seek to address the issues of our times with both relevance to the culture and faithfulness to Christ and God's truthful Word.

### Position Summary

Thriving in Ministry is funded by a grant from the Lilly Foundation and Gordon-Conwell's Shoemaker endowment and is part of the seminary's continuing education for alumni, pastors, and church leaders. Under the supervision of the Senior Director of Alumni Engagement, the Director of Thriving in Ministry guides and directs the multi-faceted TIM project and is responsible for all areas of the program.

The Director will have a proven track record of program leadership and pastoral experience in order to facilitate programs and experiences which nurture and strengthen pastors in their calling. In January 2024, Thriving in Ministry at Gordon-Conwell will begin its second iteration in accordance with a renewed four-year grant. In collaboration with the Alumni office and other Gordon-Conwell staff, the Director will improve and expand existing elements of the program, design and launch new elements, and oversee the successful development, implementation, and assessment of the total program.

### Key Responsibilities

- **Supervision and Direction of Lilly Grant:** Work with the Alumni office to foster the mission and achieve the goals of the TIM program in accordance with the grant and the broader goals of the Alumni office. Manage and report on the program to the seminary and to the Lilly foundation as required by the grant. Manage the TIM budget in accordance with the seminary's policies and the requirements of the grant. Supervise the TIM Program Administrator.
- **Relationship Building:** Initiate and develop relationships with a broad spectrum of alumni and partnering churches. Work collegially within the TIM, Alumni, and Advancement team environments, and with a wide variety of other faculty and staff. Build on our relationship with the Lilly Foundation generally and the Lilly Thriving in Ministry staff in particular.
- **Program Development, Management, and Assessment:**
  - Further develop and guide the curriculum and program for peer and recent alumni pastor cohorts. Work with the Senior Director of Alumni Engagement to develop mentors and cohorts in New England and other locations in the US and online.
  - Design and develop curriculum, training, and site management for a new, post-seminary Residency program.
  - Develop protocols for a Respite program for individual pastors, including receiving and vetting applications, designing respite plans, and assessing effectiveness.
  - Oversee the contract-based professional facilitators for testing and crisis care modules.
  - Regularly assess individual programs, as well as the total project, designing, re-designing, and conceptualizing possible new programs to meet the ongoing educational mission and enrichment of our alumni and other pastors.

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- **Recruiting and Mentoring the Mentors:** Recruit, train, and nurture the alumni mentors for the Thriving in Ministry peer cohorts, recent alumni cohorts, and pastoral residency program. This requires a combination of outreach, facilitation, coaching, and encouragement.
- **Event Planning, Coordination, and Facilitation:** Assisted by the Program Administrator, oversee event planning, marketing, and facilitation for all TIM program events, including but not limited to mentor training retreats and special educational and enrichment programs.
- **General Promotion of the TIM Program:** Communicate with alumni pastors and current students to screen and recruit interested participants for the pastor cohorts and residency program. Collaborate with the Program Administrator, the Alumni office, and the Marketing and Communications office for general promotion of all facets of the TIM program.
- Other duties as assigned.

### Key Competencies

- **Interpersonal Effectiveness:** Personal warmth, ease in initiating and developing relationships, and evident grace and thoughtfulness in relating with a diverse constituency. Commitment to building a respectful, inclusive environment in the program and demonstrated ability to collaborate and serve in a team environment.
- **Communication Skills:** Must have excellent written and verbal communication skills, which are vital to facilitating the program and to interacting with individuals across various levels, internally and externally.
- **Program Development and Management:** Proven ability to design, implement, and manage ministry/mentoring/educational programs.
- **Organizational Skills:** Highly organized and able to attend to detailed work. Must have the ability to manage the full scope of multi-stage projects and manage own and staff time well amidst sometimes competing priorities.
- **Technical Knowledge:** Competent in using Microsoft Office Suite and comfortable learning and utilizing new software applications and digital tools.
- Demonstrate a clear understanding of the Seminary's mission, deep personal faith in Christ, and willingness to abide by the Community Life Statement.

### Education and Experience

- Master's degree in a relevant area required; Doctorate preferred; degree from Gordon-Conwell preferred.
- 5+ years serving in a pastoral role required, 7-10+ years preferred; experience working in a seminary or other higher education arena preferred.
- Substantive experience with program development, implementation, management, and assessment required.

### Application Process

Please apply through Gordon-Conwell's Career Center available here: <https://www.gordonconwell.edu/employment/>

Please include these documents in either Microsoft Word or PDF formats:

- A cover letter addressed to Laura Carmer, Senior Director of Alumni Engagement, explaining your interest in the position preferred.
- A formal CV that includes the names of at least three references required.

No hard copy materials, please. Opportunities to interview will be made available at the search committee's initiative. Applications will be accepted until the position is filled.