GORDON COLLEGE
Position Description

Job Title: Director of Accelerated Pastoral Degree Program

Function: The Director of the Accelerated Pastoral Degree Program (APDP) is the pivotal leadership role for a program funded by the Kern Family Foundation and in partnership with Gordon-Conwell Theological Seminary (GCTS). By nature of the grant, the Director reports to the Vice President for Academic Initiatives, but also receives direction from the Chair of the Biblical Studies & Christian Ministries Department. The Director is responsible for providing passionate oversight, direction, and expansion of joint BA/MDiv and BA/MA degree programs with GCTS. Currently this role is a half-time role, but with anticipation of increasing required time allotment as the program grows.

Essential Responsibilities:

• Lead successful recruitment for the program, sustaining an ongoing positive working relationship with the Admissions Department and doing personal recruitment as needed.
• Collaborate with the Admissions Department at GCTS.
• Work with College Communications to create/maintain accurate and appealing program marketing materials including but not limited to social media, paper materials, and website content.
• Collaborate with the marketing department at GCTS.
• Build relationships, exposure, excitement, and strategic support for the program across the institution (e.g., Department of Biblical Studies & Christian Ministries, Admissions, College Communications, and Cabinet) and among the leadership and relevant departments at GCTS.
• Direct mentoring and formation for all program students: design mentoring and formation plans and vet, recruit and train mentors (pastors and/or professors).
• Coordinate regular cohort activities (social, formational, informational).
• Manage student internship placements.
• Along with career services at GCTS, assist students in post-graduation job placement.
• Collaborate with the Director of Church Relations, in order to develop and/or maintain relationships with pastors and churches.
• Be the chief advocate for and ‘face’ of the APDP internally and externally to the institution.
• Assure sustainability of the program.

Required Knowledge Skills and Abilities:

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills, and abilities, or demonstrate that the major responsibilities of the job can be
accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position
2. Master’s Degree in related field; strong preference for Master’s of Divinity degree.
3. Ability to work successfully with a range of people including faculty, administration, students, staff, etc.
4. Self-starter with management and detail orientation.
5. Strong verbal and written skills.
6. Creative, innovative, and strategic thinker.
7. Passionate about forming future pastors.
8. Strong leadership and team building skills as well as a growth mindset.
9. Excellent human relations skills: relates well to students, parents, administration, pastors.

**Preferred Qualifications**

1. Five or more years experience as a pastor.
2. Prior experience in similar role or demonstrated competencies.