



Job Description

Pacific Theological Seminary

Title: President

Responsible to: Pacific Theological Seminary Board

Salary: Full Time; commensurate with experience

Scope of Responsibilities:

1. Wholeheartedly embrace, articulate and implement the mission, vision and unique ethos of PTS.
2. Unite board, faculty, staff, students and donors around the mission and vision.
3. Work with donors, the development team, and board of directors to secure funding and ensure sound fiscal operation for the seminary.
4. Hire, develop, oversee, and evaluate the faculty, administration and staff of PTS.
5. Oversee the development of a business plan and budget for providing sustainable, accessible seminary education while meeting institutional expenses.
6. Oversee the development of policies and procedures for all areas of academic and ancillary operations.
7. Represent PTS to various constituent groups including students, faculty, staff, alumni/ae, donors, and members and leaders of churches, denominations and the community at large.
8. Oversee the development of a marketing plan for communicating the PTS mission, vision and unique ethos.
9. Oversee the development of a recruiting strategy for increasing student enrollment.
10. Work towards gaining and maintaining various accreditation approvals as required (e.g. BPPE; ATS;).
11. Oversee the development of an institutional effectiveness plan that will enable PTS to determine how well it is fulfilling its mission and achieving its goals.
12. Oversee the development of an overall enrollment management plan that would include admission policies, financial aid awarding and retention programs.
13. Establish working relationships and cooperative agreements with denominations, churches, and theological institutions.

Qualifications and Required Skills:

1. Ample evidence of discipleship of Jesus Christ.
2. Committed in making disciples of all nations locally and globally by actively serving in a local church and passionately engaging in and supporting evangelism and global missions.
3. Ability to clearly articulate and demonstrate support for the Seminary's mission and vision to a variety of internal and external audiences.
4. Seminary degree or equivalent biblical and theological training.
5. Doctorate in a field relevant to graduate theological education.
6. Wholehearted agreement with and endorsement of the PTS Affirmation of Faith and Community Covenant of Life Together.
7. Demonstrated ability to promote innovation and lead change.
8. Demonstrated ability to work, lead, and teach in a culturally diverse environment, to build an ethnically diverse team, and to network with theologically diverse evangelical churches.
9. A commitment to supporting an environment that empowers women, both students and colleagues, as they follow their God-given call.
10. Demonstrated knowledge of critical issues and trends in the church, seminary education, and higher education in general.
11. Knowledge of various educational delivery options (e.g. face to face, online, cohorts etc.).
12. Clear, effective communication, including verbal, written, and listening skills.
13. Strong interpersonal skills and ability to collaboratively work and lead.
14. Demonstrated organizational skills, including problem solving and attention to detail.
15. Demonstrated managerial skills in hiring, budget advocacy and management, personnel supervision, and ability to handle confidential information.

Organizational Relationships

1. Report directly to the PTS board of directors. An annual performance review is made to assure that performance of the duties of this job description is adequate.
2. Serve as a member of the PTS board of directors.
3. Interact with members of the board, faculty, staff, and other committees as assigned by the PTS board.
4. Interact with other educational leaders, representatives from churches, city and county officials, and officers of various organizations and clubs as needed.
5. Represent PTS at churches, seminars, conferences, and other meetings.