



178 St. Tikhon's Rd. | Waymart, PA 18472

**DIRECTOR *of* EXTENDED LEARNING
&
VOCATIONAL INITIATIVES**

Reports to: Academic Dean; Office of Academic Affairs

Salary: \$65,000/annual (full-time; exempt) w/ compensatory benefits

Location: Remote; Travel Required

POSITION SUMMARY

The Director of Extended Learning & Vocational Initiatives is a faithful Orthodox Christian, active and in good standing in a local parish of the canonical Eastern Orthodox Churches, who will lead the Seminary's Lilly Endowment-funded initiative, *Sowing for Plentiful Harvests*, which extends the seminary's footprint of formation for ministry. The Director plans, implements, evaluates, and sustains our creative models of theological education, with responsibility for effective operations, collaborative partnerships, grant stewardship, and long-term program viability.

Key Responsibilities:

- ❖ Identify, evaluate, and secure additional diocesan partnership sites, with the blessing of the Holy Synod of the Orthodox Church in America. Hire and coordinate with Site Director(s) and other administrators; ensure site performance consistent with grant objectives and institutional policies and practices.
- ❖ Coordinate and lead among diocesan representatives, site administrators, Bridge Program administrators (OSI, St. Constantine College), Institute for Clinical Pastoral Education administrators, internal staff, and external consultants an

integrated program of vocational marketing, admissions, retention, and satisfaction to meet the grant program's enrollment and growth goals.

- ❖ Coordinate and lead among diocesan sites, the Bridge Program, and the Institute for Clinical Pastoral Education: course and content development; cohort and course scheduling; faculty acquisition, orientation, assignment, and development; advising and preceptorships; and academic, library, and learning resources and support.
- ❖ Develop a field education component tailored for grant-related seminarians specific to the partnering diocese.
- ❖ Develop and implement academic policies, practices, and performance analytics to ensure that the Seminary's academic and other institutional policies are applied to extended learning programs and initiatives; ensure academic rigor and performance.
- ❖ Develop and carry out strategies and manage resources for instructional, learning, and library technologies for extended learning programs and initiatives.
- ❖ Investigate and develop academic and other partnerships, such as consortium memberships, to support seminarian learning and engagement, research, and field education resources.
- ❖ Manage the implementation strategies, timetable, outcomes, and resources under the Lilly Endowment grant; develop and oversee administrative and reporting systems; prepare performance and financial reports and other grant reporting requirements.
- ❖ Provide internal reporting to the Seminary's officers and trustees; serve as chief liaison for the grant program; articulate among faculty, professional staff, donors, and other constituencies to achieve program strategies and outcomes.
- ❖ Assist with accreditation-related matters related to extended learning.

QUALIFICATIONS

Required

- Master's degree from an accredited institution; doctorate or terminal degree preferred.
- Five years of progressively responsible administrative experience in higher education, theological education, nonprofit leadership, or related organizations.

- Demonstrated experience leading complex projects involving multiple stakeholders and organizational partnerships.
- Strong organizational, project management, and communication skills.
- Experience with coordinating budgets, grants, or externally funded initiatives.
- Ability to work collaboratively with faculty, administrators, clergy, and governing boards.

Preferred

- Experience in theological education, graduate education, or faith-based higher education.
- Experience launching or administering hybrid, distributed, or multi-site academic programs.
- Familiarity with accreditation processes and academic administration.
- Experience working with grant-funded institutional initiatives.
- Understanding of Orthodox Christian theology, ecclesiology, and ministerial formation, or demonstrated capacity to serve effectively within the traditions and values of Orthodox theological education.

Leadership Characteristics

The successful candidate will demonstrate:

- Excellent interpersonal and relationship-building skills.
- Strong organizational judgment and attention to detail.
- Ability to coordinate complex initiatives across multiple organizations.
- Respect for shared governance and faculty leadership.
- Commitment to faithful stewardship of institutional and grant resources.
- Sensitivity to the pastoral mission and spiritual formation central to Orthodox theological education.
- Ability to balance strategic thinking with disciplined operational execution.