

Executive Director of PATHWAYS Theological Education, Inc.

Title: Executive Director

Position: Part-Time/Hourly (Remote)

Compensation: \$30 per hour

About PATHWAYS

Recognizing the critical importance of having informed lay and credentialed leadership in progressive faith communities, PATHWAYS Theological Education, Inc. offers a range of stimulating, accessible, and affordable online resources for church leaders, faith explorers, pastors, and those discerning various vocations and callings. PATHWAYS is a safe venue for participants in their theological and spiritual development while also preparing leaders and authorized ministers by offering affordable, accessible and engaging theological education.

Job Description.

As Executive Director, you will hold the vision discerned by the board, the advisory council and the staff. You will lead the next phase of PATHWAYS Theological Education, Inc. Your work will encompass oversight and direct work with PATHWAYS: administration of an online educational institution including its financial health and reporting, outreach and marketing, fundraising program, and web-based online systems. You will report directly to the Board of Directors, work creatively with the Advisory Council, and supervise the staff.

Minimum Qualifications

- Have a heart for theological education
- Have completed extensive theological education
- Articulate the tenets of Christianity in keeping with the PATHWAYS description of progressive Christianity
- Demonstrate success in educational administration, including course development; faculty recruitment, supervision, and evaluation; course scheduling; policies and procedures; and program assessment
- Demonstrate strong relationship building skills for networking, personnel management, participant recruitment, fundraising, and working with volunteers
- Exhibit proficient knowledge and experience of word processing software, e.g. Microsoft Office suite, Google docs/sheets; cloud servers; online learning management system, e.g. Moodle; entering and retrieving data from a database
- Communicate clearly to different audiences

Preferred Qualifications

- Provide strong administrative skills
- Have experience in fundraising and grant writing
- Demonstrate ability to prepare and oversee budgets; and to understand financial reports
- Have experience with website editing/publishing programs, social media management

Equal Opportunity

PATHWAYS Theological Education Inc. is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Contact Information

Email vicepresident@pathwaystheological.org