

# GORDON CONWELL

## THEOLOGICAL SEMINARY

**Title:** Assistant Director, CUME  
**Reports to:** Dean of the Boston Campus  
**Location:** Boston, MA  
**Status:** Full-time (37.5 hours per week)

### Overview

Gordon-Conwell is a multid denominational, protestant graduate school, unique with its broad array of over 2,100 students and 200 faculty and staff from 98 denominations and 64 countries. We offer a residential model of education at South Hamilton, MA (our main campus); an urban context offering classes in five languages 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

While all of Gordon-Conwell seeks to be a thoughtful, loving, Christ-centered community of global discipleship, at the Campus for Urban Ministerial Experience (CUME), discipleship takes on a distinctly urban approach for adult learners in diverse communities. Programs are offered on weekends and weeknights, either in Boston or 100% online.

Under the broad supervision of the Dean, the Assistant Director is a visionary leader who can take decades of experience in equipping men and women for urban ministry and expand this program nationally – and perhaps even internationally. This position is highly relational, with an emphasis on building local faith communities and generating interest in CUME programs. Success in this position will be demonstrated through the expansion of our programming footprint, now limited to Boston, to communities throughout the country. We want groups in cities throughout the country to benefit from CUME's ministry training and to build local communities of faith in these cities. The Assistant Director will oversee the logistical aspects of the delivery of CUME programming, as well as provide direct support to the Dean of CUME in arranging meetings with local community leaders, organizing events at which the Dean would attend, and partnering with the Dean on strategic planning for CUME.

### Key Responsibilities

The primary responsibilities for this position include, but are not limited to:

#### **CUME Program Expansion (60%)**

- Develop a deep understanding of local communities and how best to program CUME in these communities;
- Targeted outreach to community leaders and groups, promoting CUME programs and identifying opportunities for engagement and partnership;
- Logistical arrangements for delivery of CUME programs, in Boston and in other locations, as needed;

- Logistical support for engagement of the Dean with local constituents.

### **Operational Leadership (40%)**

- Ensure that the Boston campus is aligned to serve the needs of the CUME program;
- Day-to-day oversight of CUME budget, including resource allocation necessary to support the Boston campus and expanded delivery of CUME content in other cities;
- Day-to-day oversight of Boston campus staff, including the Campus Operations Manager, IT, DigitalEd team, Maintenance, Library. Some of these positions also support operations on other campuses and/or report to a primary supervisor.
- Maintain regular communication with staff through email and monthly staff meetings;
- Assist with maintaining the team culture set by the Dean of the Boston Campus (co-planning, facilitating staff development retreats, performance reviews, reports)
- Liaison for other GCTS Initiatives and active representative for CUME;
- Act as a thought partner to the Boston Campus Dean giving input, feedback and progress reports on the Dean's Office.

### **Key Competencies**

- Experience in managing multiple projects and events in a multicultural environment.
- Financial competency, including budget development and oversight
- Independent decision-making ability.
- Critical thinker, enthusiastic worker who shows initiative in making projects their own
- Strong oral and writing communication skills.
- Proficient in time and project management including handling multiple tasks simultaneously.
- Proficient computer skills in word processing, spreadsheet development and internet access.
- Experience in managing staff
- Good understanding of the mission of the Boston Campus and full embracing of the Community Life Statement of Gordon-Conwell.
- Proficiency in Spanish, Portuguese, and/or Korean preferred, but not required.

### **Education and Experience**

- 3-5 years of urban ministry experience, at least 2 of which are in a supervisory capacity.
- Demonstrated experience in program management and/or expansion, relationship building,
- Master's degree or equivalent.

### **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 Dr. Virginia Ward, Dean of the Boston campus, explaining your interest in the position.

- A formal CV that includes the names of at least three references.

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.