

# Wartburg Theological Seminary

## Position Description

**Title: Interim Director for the Lutheran Seminary Program in the Southwest (LSPS)**

**Classification: Exempt**

**Position Status: Regular Full-Time**

**Benefits: Health insurance, pension and vacation, sick and holiday pay**

**Supervisor: President**

### Position Summary:

The Interim Director for the Lutheran Seminary Program in the Southwest (LSPS) is an employee of *Wartburg Theological Seminary doing business as the Lutheran Seminary Program in the Southwest*. The Interim Director is responsible for working with the administration at Wartburg Seminary and ELCA (and other church) partners to assess the current status of LSPS, the current needs of the ELCA specifically for Latinx cross-cultural competencies, and the needs of Latinx church communities and develop a strategy for relaunching the Lutheran Seminary Program in the Southwest by July 1, 2022. In addition, approximately half of the Interim Director's time will be spent in development, working with donors/potential donors and building relationships with individuals, congregations and synods on behalf of LSPS/WTS.

### Major Responsibilities/Activities:

- Work with LSPS Administrative Assistant to plan and coordinate intensive programming for January and June, 2022
- Formulate, in consultation with the administration of WTS, a new mission and vision for LSPS that will provide leadership and support for ministry in the unique landscape of the Southwest.
- Develop a coordinated series of educational programming experiences to support the LSPS mission and vision.
- Establish assessment criteria for LSPS programs.
- Develop a plan for the implementation of this programming, including financial management, hiring and overseeing adjunct faculty and other resource people, and promoting the programs to target audiences and with donors.
- Work with the communications director at WTS to develop a marketing strategy for LSPS.

- Collaborate with appropriate WTS staff for central functions: business office, admissions, candidacy, financial aid, registration, internship orientation and evaluation, communications, and development.
- Actively engage individuals, congregations and synodical representatives in development work, building relationship and generating funding for LSPS/WTS
- Serve as the primary liaison with the Seminary of the Southwest, the three Texas Synods and other partnering constituencies regarding LSPS business matters.
- Other duties as assigned.

### **Qualifications:**

- Administrative and collaborative skills and experience for programs and relationships of this complexity
- Experience in leading program assessments
- Relationship skills for working positively with WTS, ELCA synods, and other LSPS partners and constituents
- Ability and passion to articulate the mission of LSPS and WTS and to invite support
- Knowledge of and commitment to the mission of the Evangelical Lutheran Church in America
- Engagement with Latinx cultures of the southwest U.S. and knowledge of and commitment to the church's ministry with people of Latino heritage
- Competency in Spanish; fluency desired.

### **Work Environment:**

This position has frequent interaction with students, staff, and other Wartburg constituents. This position operates in a professional office environment and can be successfully completed remotely. This position routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

### **Physical Demands:**

While performing the duties of this job, the employee is regularly required to talk, hear, see and move around. Arms, hands and fingers will be needed to handle and reach. Employee will occasionally need to lift boxes or materials up to 10 pounds. Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

*Wartburg Theological Seminary recruits, employs, trains, compensates, and promotes regardless of race, religion, color, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, and other protected status as required by applicable law.*