

# Wartburg Theological Seminary

## Position Description

**Title:** The CaSTLE Project Director

**Classification:** Exempt

**Position Status:** Regular Full Time

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

**Supervisor:** President

### **Position Summary:**

The Project Director is responsible for leading Wartburg Theological Seminary (WTS) in the implementation of The CaSTLE Project [Country and Small Town Lived Ecclesiology Project]. The Project Director oversees all aspects of the grant from the Lilly Foundation, including the coordination, distribution and monitoring of all synodical subgrants, and stewards the human and financial resources of WTS allocated to this program. This position has a preferred start date of March 1<sup>st</sup> and will conclude at the end of the grant period, December 31, 2029. This position is supervised by the Wartburg Seminary President.

### **Major Responsibilities/Activities:**

- Responsible for the oversight and coordination of all grant activities for five years.
- Regularly convene the CaSTLE Project Advisory Team, who will support the work of the project director and support project cohesion across the partners.
- Provide oversight for the development and maintenance of the CaSTLE Project website.
- Manage relationships with synods applying for grant funding through annual retreats, regular updates on grant activities, regular zoom calls and in-person visits to share progress, address questions, etc.
- Work with WTS consultants on data analysis and modify assessment tools as necessary from year to year, based on what we learn from each year's evaluations.
- Conduct first person interviews in the following contexts:
  - ❖ Site visits to congregations and synod leaders
  - ❖ Annual retreat conversations
  - ❖ Zoom calls with mentor pastors
- Responsible for coordinating and assessing the various evaluation tools and suggesting modifications in the evaluation plan as the work unfolds and we learn from past practices.
- Communicate with grant constituencies by hosting a email listserv with regular updates.
- Serve as the point person for ongoing communication with the Lilly Foundation, and write all reports.

**Supervisory Responsibilities:**

- This position supervises The CaSTLE Project Financial Manager, in collaboration with the Vice President for Finance and Operations.
- This position also has oversight of the different grant consultants.

**Qualifications:**

- Bachelor 's degree.
- Rostered in the ELCA [deacon or pastor].
- Knowledge of ELCA and experience in higher education.
- Self-starter with strong organizational skills.
- Natural relationship building and collaboration skills.
- Strong and creative leadership skills.
- Deep appreciation and understanding of a Lutheran theology of vocation and discernment.
- Deep engagement with a life of faith.
- Strong written and verbal communication skills.
- Readiness for travel (25-30%).
- Ability to maintain strict confidentiality and appropriate boundaries.
- Commitment to the mission statement of Wartburg Seminary and the overarching purpose/goal of the grant
- Dubuque-based preferred

**Work Environment:**

This position is in frequent interaction with a variety of Wartburg Seminary stakeholders, including faculty and staff members, bishops, synod staff members, pastors, lay leaders, congregation leaders, and alums. This position is extremely collaborative and requires a high level of coordination and communication skills. Travel to different grant recipients is required, as well as planning and organizing different meetings and retreats, both on and off campus.

**Physical and Mental Demands:**

While performing the duties of this job, the employee is regularly required to talk, hear, move around. Arms, hands and fingers will be needed to handle and reach. Ability to follow written or oral instructions, and ability to solve practical problems with little supervisory involvement.

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.*