



JOB POSTING

Job Title:	Director of Programs
Hours per Week:	Full Time (typically M-F, 9-5, with occasional weekends)
Location:	Omaha (with possibility for Hybrid), travel approximately ≈40 days/year

PRIMARY PURPOSE

Oversees the Lilly-funded Pastoral Leadership Revitalization (PLR) program as it transitions into the sustainability grant cycle. Maximizes program effectiveness through assessment, visioning, program implementation, and fund cultivation, while adhering to parameters of the grant and the OPSF board of directors. Participates in visioning and establishment of new programs which sustain pastors in ministry, with oversight of new programs as directed by the president and board of directors.

PRINCIPAL RESPONSIBILITIES

Pastoral Leadership Revitalization (¾ time)

Retreat Coordination — Manage program events from start to completion with each of three participating presbyteries (Presbytery of Missouri River Valley, Missouri Union Presbytery & Presbytery of Central Nebraska), including venue, meals, housing, transportation, registration, supplies

Coaching/Mentorship Oversight

- Coordinate coach/mentor & mentee relationships, organizing introductions
- Assure program has sufficient access to coaches through the PLR coaching roster and ICF certified coaching partners
- Organize training for PLR coaches

Program Assessment and Development

- Assess PLR program for drivers and inhibitors to effectiveness, making recommendations to the PLR steering committee
- Design and implement a plan for programmatic growth based upon the goals of the OPSF Board of Directors
- Pursue resources to expand programming and strengthen programmatic longevity, including identifying and applying for grants and partnering with OPSF staff in fundraising endeavors

Financial and Grant Management

- Establish and monitor the PLR budget for events, coaching, and program promotion, in consultation with the PLR Steering Committee and within budget constraints
- Partner with the OPSF Office Manager to ensure timely payment and payment receipt of participant, coaching, and speaker fees; venue payments, travel reimbursements, etc.
- Work with Finance & Operations manager to ensure fiscal compliance

Implement New Programming (¼ time)

- Brainstorm alongside OPSF's President about programming which serves OPSF's mission, as established by the Board
- Design and implement plans for new programming including: budget, human resources, curriculum, format, and metrics for success
- Manage new programming, providing publicity, assessment, schedule, budget, etc.

QUALIFICATIONS

Education and Experience

- Bachelor's degree and five years relevant experience, Master's degree preferred
- Five years of congregational ministry experience in a PC(USA) congregation
- ICF coach training preferred or experience with coaching

Leadership Competencies (based upon the [PCUSA Ministry Information Form's](#) competencies)

- Spiritual Maturity
- Communicator
- Technologically Savvy
- Culturally Proficient
- Entrepreneurial
- Organizational Agility
- Decision Making
- Strategy and Vision
- Interpersonal Engagement
- Initiative

Required Skills/Abilities

- Understanding of congregational ministry and heart for nurturing pastors in ministry
- Excellent project management skills
- Excellent organizational skills and attention to detail
- Highly connective with ability to form community with pastors, community leaders, and denominational leaders across a broad demographic spectrum
- Entrepreneurial with proven history of launching initiatives
- Excellent time management skills with a proven ability to meet deadlines
- Proficient with Microsoft Office Suite or related software
- Proficient with cloud-based office suites (Office 365 or Google Suite)
- Proven ability to assess programming and develop plans based upon evaluation

COMPENSATION

- ≈\$65,000/year
- Travel/Mileage
- Continuing Education
- Health insurance
- Retirement contribution
- PC(USA) Ministers of Word and Sacrament may receive full participation in Board of Pensions

To apply: Send cover letter and resume or PIF to careers@opsf-omaha.org

Applications accepted through September 30.
Applications will be reviewed on a rolling basis.