

POSITION ANNOUNCEMENT

Executive Director, Cooperative Congregational Studies Partnership Hartford Institute for Religion Research, Hartford Seminary

The Hartford Institute for Religion Research (HIRR) at Hartford Seminary has a thirty-four year record of rigorous, policy-relevant research, anticipation of emerging issues and commitment to the creative dissemination of learning. This record has earned the Institute an international reputation as an important bridge between the scholarly community and the practice of faith.

As part of HIRR, the Cooperative Congregational Studies Partnership (CCSP) brings together more than 40 participants from Protestant, Catholic, Jewish, Muslim, Baha'i and Orthodox Church organizations to develop both quantitative and qualitative congregational research. This research, known as the Faith Communities Today (FACT) Survey, has produced some of the most relevant research on congregational life in the United States since 2000 and has enabled pastors, church leaders, and scholars to make unprecedented comparisons among congregations and denominations.

Position Description: HIRR is searching for a contracted, part-time (approximately 20 hours per week) Executive Director to manage the day-to-day activities of the CCSP and to expand the capacities of CCSP as a relevant research-generating entity. This position may be performed remotely or on-site at Hartford Seminary. The Executive Director will report to the Director of the Hartford Institute for Religion Research, who also serves as the Chair of CCSP.

Essential Duties and Responsibilities:

- Planning the Annual Meeting, in consultation with CCSP Chair and Co-chair
- Planning Steering Committee meetings in consultation with CCSP Chair and Co-chair
- Bringing policy and program recommendations to the Annual and Steering Committee meetings
- Proposing, managing, monitoring and reporting on the annual budget in consultation with the Treasurer and the CCSP Chair, the latter three tasks in cooperation with the Hartford Seminary Business Office which shall do the actual bookkeeping
- Monitoring, managing and reporting on the collection of member dues in consultation with the Chair of the Membership/Recruitment Committee
- Managing, monitoring and reporting on the restricted funds, in cooperation with and the CCSP Chair and the Hartford Seminary Business Office which shall do the actual bookkeeping
- Summarizing Annual and Steering Committee directives into an annual plan, monitoring the plan's implementation and annually reporting back to the Annual and Steering Committees program and project accomplishments vis-à-vis the plan
- Developing and maintaining a master calendar of key tasks and events across committees
- Coordinating and monitoring the work of the Committee Chairs
- Supervising the work of any additional CCSP staff, on behalf of the CCSP Chair
- Keeping representative and friends database/ mailing list in consultation with the Secretary
- Managing Steering Committee Google group
- Making arrangements for Annual and Steering Committee Meetings with HIRR admin staff
- Producing CCSP/FACT e-newsletters, which includes soliciting content from partners, compiling information, editing, writing brief articles (as needed), and sending to all relevant lists
- Maintaining and regularly posting content to the FACT Facebook page; managing the CCSP/FACT partners group page
- Responding to public and media inquiries with CCSP Chair and Co-chair
- Other duties as assigned by or negotiated with the CCSP Chair and Co-chair/Steering Committee

Minimum Qualifications:

- Master's degree in any of the following fields or related fields: Religion/Theology, Sociology, Communications, Organizational Leadership/Administration, Education, or Research/Statistics
- Significant experience with, and a proven track record of, performing administrative tasks such as planning, organizing, and implementing administrative systems and processes; maintaining and updating lists; coordinating meetings
- Significant experience with, and a proven track record of, managing projects and coordinating groups to track progress and reach stated goals
- Excellent written and verbal communication skills
- Demonstrated ability to work collaboratively, collegially, and independently
- Demonstrated ability in using various media platforms to produce e-newsletters, social media content, and news releases
- Demonstrated ability to manage a budget
- Desire and sensitivity to work in diverse racial, ethnic, cultural and religious settings and groups
- Demonstrated initiative and commitment to achieving and exceeding goals in a spirit of excellence and attention to detail
- Willingness and ability to travel at least twice a year to Annual and Steering Committee meetings

Preferred Qualifications:

- Understandings of, and experience with, congregations, congregational life, denominations, and religious traditions in an interfaith context
- Experience with website editing

This description is not intended to be a complete list of all duties and responsibilities required for the position and is subject to review and change at any time in accordance with the needs of the organization. Since no position description can detail all duties and responsibilities that may be required from time to time in the performance of a position, duties and responsibilities that may be inherent in a position shall also be considered part of the position holder's responsibility.

It is expected that the persons who holds this position will conduct themselves in a manner consistent with the policies of Hartford Seminary and in a manner that will reflect positively on Hartford Seminary and HIRR. Contract employees are encouraged to nurture safety within the work performed on behalf of the seminary by being attentive to self-care, education, maintaining appropriate boundaries, and the importance of referring those in need to supportive and helpful resources.

EMPLOYMENT:	Contract employee; part-time (20 hours per week)
COMPREHENSIVE BENEFITS PACKAGE:	Ineligible for benefits
SALARY:	Negotiable
APPLICATION DEADLINE:	October 31, 2017
SEND COVER LETTER AND RESUME/CV TO:	Scott Thumma, Interim Academic Dean / Director, Hartford Institute for Religion Research at sthumma@hartsem.edu