

Position Available: Associate Director

Organization: The BTS Center

Location: Portland, ME

Type: Full Time, Salaried

Anticipated Start Date: September 2014



SUMMARY

The BTS Center, the non-profit mission successor to Bangor Theological Seminary, is seeking a full-time **Associate Director**, based in Portland, Maine.

The mission of The BTS Center is to equip and support clergy and laity for theologically grounded, effective, and faithful 21st Century ministries—in northern New England and beyond.

In a time of immense change and challenge for faith communities as we have known them, there is a great need for **innovative professional development** for leaders in ministry settings. The BTS Center will help meet this need by serving as an **incubator for 21st Century ministries**:

- Using a **think tank model**, our Scholars, staff, and others will create and curate fresh thinking, to be shared through Convocations, courses, publications, social media, and our web site. Our think tank activities will begin in September 2014.
- We will **invest** in leaders who are ready to apply fresh thinking in selected ministry settings, by funding carefully selected projects as an active partner. What is learned through the projects will be shared in multiple contexts. We plan to launch the **project incubator** in the Spring of 2015. Selection criteria for projects will include alignment with our mission and our desire to model a way of life that embodies biblical justice and prophetic ministry in a pluralistic world.

The Associate Director reports to the Executive Director. This person will play a significant role in program development and implementation, develop resources to support clergy and laity for digitally integrated ministry, and shape a social media presence. The Associate Director will work directly with multiple stakeholders, represent The BTS Center in diverse settings, serve as an interpreter for the mission and work of the Center, and be an integral contributor to the overall team effort to advance the mission of The BTS Center. Because this is a new position, duties and responsibilities will likely evolve.

MAJOR DUTIES

- Actively participate as part of a team to shape The BTS Center's strategy, communicate the mission, design and implement programming, and develop the partnership and business model, with primary responsibility for:
 - Developing resources to support digitally integrated ministries.
 - Shaping the social media presence.
- The Associate will also play a significant role in:
 - Developing the annual Convocation and similar future events.
 - Identifying projects for potential support by The BTS Center's project incubator.
 - Building and maintaining relationships with diverse constituent groups, including other non-profits that share the vision of The BTS Center.

KEY QUALIFICATIONS

- Professional and personal qualities and capacities to help successfully shape and advance the evolving core mission of The BTS Center.
- Master's degree or equivalent educational and work experience in a relevant field.
- Three (3) years of relevant work experience, with progressively increasing responsibilities. Pastoral ministry or teaching experience in a related field is desirable but not required.
- Strong verbal and written communication skills.
- Ability to clearly articulate and promote the mission and programs of The BTS Center in a variety of settings, and engage diverse audiences.
- Competence with personal computing, emerging technologies, and social media.
- Ability to work independently, as well as collaborate effectively with diverse colleagues, partners, and stakeholders.
- Administrative skill in managing and coordinating multiple projects and priorities with attention to detail, while meeting various deadlines.

COMPENSATION

This position offers a competitive salary (commensurate with experience), medical and dental insurance, employer contribution to retirement account, four weeks paid vacation, support for professional development, and more.

APPLICATION PROCESS

Candidates should submit a letter of application addressing qualifications, and a resume to the Reverend Dr. Robert Grove-Markwood via email to bob@thebtscenter.org, or via postal mail to 97 India Street, Portland, ME 04101.

Applications are due by July 25, 2014. Applications will be reviewed as they are received, until the position is filled.

Learn more about **The BTS Center** at our web site (www.thebtscenter.org).