



an evangelical seminary in the Anglican tradition

Job Listing: Director of Recruitment & Church Relations

Trinity School for Ministry (TSM) is an evangelical seminary in the Anglican tradition that forms Christian leaders for mission. Since its founding in 1976, TSM has sought faculty and staff who were both deeply committed Christians and professionally gifted.

All TSM staff members are expected to be committed to Jesus Christ, to TSM's vision, purpose, and values and to affirm the TSM Statement of Faith.

Department: Advancement

Reports to: Dean President

Time Requirement: Full-time salaried position

Job Summary: The Director is responsible for the development, implementation, and monitoring of recruitment strategies designed to attract and enroll students in Trinity School for Ministry. This position will report directly to the Dean President and serve as a member of the Advancement Team.

Primary Duties:

- develop and execute annual student recruitment plan to support institutional goals and ensure growth objectives;
- identify and incorporate best practices in student recruitment and work closely with the Director of Admissions to ensure timely and efficient application processing, admissions, and enrollment;
- create and implement data-driven, market-sensitive, goal-oriented strategic recruiting plans to reach targeted regional, national, and international audiences;
- develop and implement ways to attract non-matriculated students to take or audit courses in residence or online, attend lectures and conferences, participate in workshops, and become part of the learning community of TSM;
- work closely with the Director of Admissions to cultivate potential students, encouraging them through the admission's process;
- develop and administer the annual operating budget for recruiting activities;
- develop and report statistical analysis of external market conditions and internal operating results;
- participate in the production of recruitment advertising materials;
- develop and evaluate the effectiveness of the department's advertising;
- supervise and update TSM's admissions-related web-based social networking presence, in collaboration with the Director of Marketing, Publications, and Public Relations;
- develop, implement, evaluate, and participate in on and off campus recruiting events;

- develop presentations to be used at recruitment events, including program-specific materials;
- cultivate relationships with appropriate contacts, including potential students, ecclesiastical leaders, religion department chairs, college counselors, and campus ministers;
- place special emphasis on cultivating relationships with cardinal rectors throughout the ACNA
- handle other duties as assigned.

Knowledge, Skills, and Abilities:

- substantial familiarity with theological education;
- excellent interpersonal skills; professional and confident demeanor;
- ability to interact with diverse constituencies;
- astute observation of market trends in higher education;
- collaborative leadership style;
- high energy for social networking and travel;
- solid organizational skills;
- expansive vision for outreach;
- ability to relate positively to a wide range of diverse candidates for admissions;
- ability to develop and sustain networks with churches, colleges, and other recruitment partners;
- ability to travel off campus with occasional overnights.

Experience and Education Requirements:

- MDiv or similar Master's degree in a theological discipline;
- ordination in the Anglican Church in North America (ACNA);
- minimum three to five years in parish ministry, higher education, or relevant work;
- ability to think critically, strategically, and creatively;
- superior interpersonal communication skills, both oral and written;
- experience using social media as a tool for recruitment is preferred;
- commitment to and record of exemplary personal and professional integrity.

Preferred Experience:

- experience working with student information systems, enrollment management, and admissions computer systems;
- experience with statistical data collection, analysis, interpretation, and reporting in the functional art of enrollment management and admissions.

Salary and Benefits: Salary is competitive and commensurate with experience. Benefits include healthcare, dental, and vision coverage; health reimbursement account; life insurance; 15% employer contribution to pension plan, and employee funded supplemental pension plan.

To Apply: Qualified individuals are encouraged to apply by submitting a cover letter, resume, and three letters of recommendation to elucci@tsm.edu. The search will continue until the position is filled.