

## **Program Manager of Baptist Commons**

### **Wake Forest University, School of Divinity**

#### **Reports to the Dean of the Divinity School**

#### **Job Description Summary:**

Serves as strategic liaison between the School of Divinity, the Baptist Commons Advisory Committee and the Baptist Community, with particular attention to North Carolina. Partners closely with the following members of the Divinity School: Dean of the Divinity School, the Assistant Dean of Development, Director of Marketing, Communications, and Public Relations and the Director of Finance and Administration to plan and execute high-touch events, strategic engagement and stewardship steps.

#### **Essential Functions:**

- Develops and oversees programming, operations, and logistics of Baptist Commons including but not limited to onsite events, learning labs, regional gatherings, cohort conferences, and summer institutes.
- Responsible for ensuring a systematic approach to managing program initiatives by establishing realistic timetables, consistent reporting, budget responsibility, and project management.
- Serves as the primary point of contact between the Baptist Commons program and to Divinity School students, faculty and alumni; and WFU students, faculty and alumni to enhance the knowledge of Baptist Commons.
- Works with Divinity School Director of Marketing to enhance and update the Baptist Commons website on a consistent bases and to provide marketing and publicity programming as needed.
- Works closely with WFU development staff to strengthen relationships to increase philanthropic support for Baptist Commons and the School of Divinity.
- Assures that the Baptist Common program provides networking, community building, vocational formation, education, peer learning and alumni relations.

#### **Required Education, Knowledge, Skills, Abilities:**

- Bachelor's degree required; with a minimum of five years related experience. An equivalent combination of education and experience may be accepted.
- Experience in building relationships with and supporting senior administrators and high net-worth donors.
- Exceptional communication skills.
- Driven by creating remarkable experiences for participants. •
- Exceptional organizational skills. •
- Ability to build meaningful, trusting relationships. •
- Accuracy and attention to detail essential. •
- Ability to manage multiple projects concurrently. •

- Knowledge and experience of how to create invitations and conduct events that meet the University's brand standards. •
- Familiarity with higher education fundraising and events management. •
- Ability to take initiative and think creatively. •
- Strong work ethic, excellent judgment and a commitment to high performance. •
- Ability to handle confidential information. •
- Ability to work in a team environment. •
- Diplomacy and the ability to work in high-pressure situations. •
- Nimble - understands the nature of the work often necessitates last minute changes.
- Proficiency in MS Office including Word, Excel, Power Point.
- Ability and willingness to travel and work occasional evenings and weekends.