



# PENDLE HILL

A QUAKER CENTER FOR STUDY AND CONTEMPLATION

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**May 2010**

**POSITION: Director of Education Programs**

**REPORTS TO: Executive Director**

**GENERAL SUMMARY:** The Director of Education Programs is responsible for leading the education team at Pendle Hill to design and implement all Pendle Hill educational programs, including the Resident Education Program, the Young Adult Leadership Development Program, and Pendle Hill's weekend conferences, retreats and other short-term educational programs. The person in this position serves as a member of the Pendle Hill Admin Team and manages annual budgets of about \$500,000.

The person in this position selects and supervises all Pendle Hill full- and part-time teachers, volunteer Friends in Residence, Young Adult Leadership Development Coordinators, and the part-time Pendle Hill Librarian.

## **DUTIES AND RESPONSIBILITIES:**

- Suggests and implements a vision for the role of education and outreach programs at Pendle Hill and in the Religious Society of Friends
- Plans and implements Pendle Hill's educational programs in accordance with the Board-approved long-range plan, including curriculum and faculty development.
- Integrates educational programs with Pendle Hill's other programs, including conference services and sojourning, working closely with the Director of Operations.
- Develops strategies in cooperation with Director of Admissions and Recruiting and other education team members to target specific populations as potential participants for the various educational programs.
- Works closely with the Director of Communications to develop material to publicize education programs.
- Serves as a member of the Admin Team, including active team participation at meetings and regarding projects, communications and overall coordination of initiatives at Pendle Hill.
- Recruits, selects, and provides support and supervision for full and part-time faculty and Friends in Residence.
- Manages budgets for the Resident Program, Short-Term Education Programs, and Young Adult Leadership Development Programs (currently about \$500K), and other programs that may emerge.
- Serves as designated staff liaison to the Board Education and Outreach Committee.
- Coordinates planning for Pendle Hill lecture series.

## **DESIRED QUALIFICATIONS INCLUDE:**

- A creative vision for the education needs of the Religious Society of Friends
- A vision for the role of a Quaker study center in interfaith and ecumenical work
- Experience in higher education
- Advanced degree, preferably PhD
- Experience with and commitment to international students and students of color
- A vision for Pendle Hill as a living laboratory for sustainability and Quaker Earth Care witness
- Excellent oral and written communication skills
- Member, Religious Society of Friends
- Experience in multicultural programs and commitment to racial justice important.
- Experience with and vision for on-line or distance learning highly desirable
- Demonstrated ability to create partnerships and collaborate across organizational boundaries
- Commitment to social witness and living Friends' testimonies
- Ability to work well independently and also cooperatively with other staff, board, and volunteers
- An entrepreneurial spirit
- Ability to set and prioritize goals and achieve them and to track, document, and share results with team members
- Skill in project management, including budget, with attention to details.
- A welcoming attitude and appreciation of hospitality for adult learners and all seeking spiritual renewal.
- An active spiritual life with an appreciation for the inner life and the role of faith and spiritual discernment in the Pendle Hill workplace.

## **TIME EXPECTATIONS:**

This is a full-time, exempt position. All staff members at Pendle Hill spend a few work hours each week contributing to the community through meal-time, housekeeping, or maintenance work. Must be available to work occasional nights and weekends. Residence on Pendle Hill campus is highly desirable.

## **COMPENSATION AND BENEFITS**

Compensation includes cash salary and benefits including medical and dental insurance, retirement, generous paid vacation and holidays, and the opportunity to take Pendle Hill courses for free or at a significantly discounted rate. Compensation also includes housing on campus (depending on housing requirements and availability) or a housing allowance.

**NON-DISCRIMINATION POLICY:** Pendle Hill encourages the participation of all and seeks to appoint to its staff individuals of diverse backgrounds and to do so without discrimination on the basis of gender, race, color, age, sexual orientation or national origin.

**BACKGROUND CHECKS:** Pendle Hill will conduct a background check for all positions.

**INTERESTED?** Please submit a current resume, contact information for three references, and a cover letter describing your interest to Sandy Horne at Pendle Hill, 338 Plush Mill Road, Wallingford, PA 19086 or [shorne@pendlehill.org](mailto:shorne@pendlehill.org)

Review of applications will begin on June 1 and continue until the position is filled, with a start date of September 1, 2010. Candidates for an interim year of appointment will also be considered.

**Lauri Perman, Executive Director of Pendle Hill, will be available for informal discussion or interviews at the June Friends Association for Higher Education meeting and the July Friends General Conference Gathering.**

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