

**GRADUATE THEOLOGICAL UNION  
2400 RIDGE ROAD  
BERKELEY, CA 94709**

**POSITION DESCRIPTION**

**POSITION TITLE:** President  
**STATUS:** Exempt, full-time  
**DEPARTMENT:** President  
**EFFECTIVE DATE:** 01/2018  
**SUPERVISOR:** Board of Trustees  
**GL ACCOUNT #:** 10\_01000\_10\_51\_0010\_51410  
**APPROVED BY:** Susan Hoganson, GTU Board Chair

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**PRIMARY POSITION PURPOSE:**

The President serves a dynamic and interreligious community that covets collaborative, inspiring leadership and a well formed vision for a sustainable future. The President must be strategic, visionary and optimistic and needs to lead and inspire dedicated, diverse, and talented constituencies to achieve the GTU's enormous potential.

The President serves as the chief executive officer and administrative head of the GTU. This requires performing all duties and services necessary and advisable to conduct day-to-day operations and advance the GTU's mission.

The President's executive team includes the Academic Dean, Dean of Students, Vice President of Institutional Advancement, Chief Financial Officer, Chief Operating Officer, and Director of Library Services.

The GTU is governed by the Board of Trustees, of which the President is an ex-officio member. Trustees serve as fiduciaries of the GTU in overseeing its institutional affairs in accordance with the Articles of Incorporation, Bylaws, Common Agreement policies, and periodic statements of mission and institutional plans. The President reports to the Board of Trustees and the Chair of the Board.

**ESSENTIAL/PRIMARY DUTIES & RESPONSIBILITIES**

1. Engages, inspires, and unites the GTU community, member schools, external constituents, and partners around a compelling and distinct vision for the GTU.
  - Respects the past and prepares the institution to embrace an ever-changing future.
  - Identifies opportunities for the GTU's unique institutional identity within the Bay Area's rich academic, religious and cultural landscape.
  - Has collaborative and effective leadership skills.
  - Fosters relationship with UC Berkeley.

2. Positions the GTU as a leader in the world of graduate theological education.
  - Continues path embracing interreligious study, work, and respect of all.
  - Increases enrollment of highly qualified students.
  - Broadens career paths for graduates.
  - Works with others to determine and advance GTU's strengths and distinctions and communicates them broadly.
  - Insures GTU's commitment to academic excellence.
  - Continues GTU's commitment to diversity of students, faculty and administration.
  - Interacts as a visible and active part of the GTU community.
  
3. Working with the Board and senior staff crafts a strong financial plan, oversees robust financial management, and develops innovative ways to increase revenues within a modern financial landscape.
  - Increases enrollment and scholarship funds.
  - Oversees the development and implementation of a robust recruitment and enrollment marketing plan.
  - Remains key person in the cultivation of major donors.
  - Develops sustainability models for the future.
  - Develops new thinking about partnerships, international engagement and new means to generate revenue, including digital tools.
  - Increases and leverages GTU's name recognition within Berkeley/Oakland/San Francisco/Marin/Silicon Valley.
  
4. Builds a leadership team that embraces shared governance and transparency in decision-making.
  - Focuses on developing and building a successful Advancement office.
  - Creates pathway for career advancement of staff.
  
5. Works closely with the Board of Trustees.
  - Drafts strategic plan.
  - Drafts fundraising plan.
  - Increases financial understanding and oversight.
  - Builds leaders, solicits new Board members.
  
6. Communicates broadly, seeking input and sharing information within the GTU.
  - Involves key stakeholders in decision-making process.
  - Serves as the public face of the GTU, including writing articles, being interviewed, working with others to define the key messages of the institution.
  - Increases awareness of the "treasure" that is the GTU.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PREREQUISITE SKILLS and ABILITIES:**

- Ability to promote innovative change and inspire a new paradigm.
- Have entrepreneurial spirit and attested financial management skills.
- Hold profound appreciation for the academic enterprise.
- Bring awareness of the religious and interreligious landscape, with a particular appreciation for the global diversity that it entails.
- Demonstrated capacity to expand the scope and magnitude of fund development.
- Understanding of and skill to promote enrollment of students and career opportunities for graduates.
- Experience as a collaborative leader, with ability to relate collegially and effectively.
- Ability to communicate well and be an excellent listener.
- A strategic, visionary, and optimistic individual.
- Has a terminal degree.

### **PHYSICAL REQUIREMENTS:**

- Vision – close vision required for reading correspondence/reports and working with computer.
- Hearing – ability to hear verbal communications.
- Clear Speech – ability to communicate clearly in person and on phone.
- Lifting/carrying – some lifting and carrying of files and printed materials.
- Sitting – ability to sit for long periods of time at computer and during meetings.
- Manual dexterity – ability to use computer keyboard or other technology.
- Walking – ability to walk around GTU campus and member school campuses.
- Travel – ability to travel to off-campus meetings in the Bay Area and beyond.

### **ENVIRONMENTAL DEMANDS:**

The work environment and physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is primarily indoors.
- No significant noise/vibrations.
- No extreme temperatures.
- Frequently works with others.
- Variable environment when at off-campus meetings.

### **TOOLS AND EQUIPMENT USED**

Included, but not limited to:

Phones, personal computers, printers, fax machine, photocopier, scanner, shredder, and calculator.