



PENDLE HILL

A QUAKER CENTER FOR STUDY AND CONTEMPLATION

338 Plush Mill Road
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POSITION:	Director of Education
REPORTS TO:	Executive Director
SUPERVISES:	Education Coordinator, Young Adult Friend Conference Coordinator, Arts and Spirituality Teacher, adjunct faculty, and Friends in Residence (FIRs are long-term volunteers)

GENERAL SUMMARY: The Director of Education is responsible for the successful delivery of all the educational programs and functions at Pendle Hill. The person in this role brings vision and ability to build programs and community while having active direct relationship with the support work involved. The work includes facilitation, planning, recruitment, implementation, outreach, assessment, budgetary oversight, promotion, assignment of scholarships, recordkeeping, supervision, and occasional teaching. Key among the areas of responsibility are: Lectures, Young Adult Friends Conference (YAFCon), a yearly month-long institute, Pendle Hill educational conferences that we design and deliver, weekend workshops and 5-day short courses, online learning (Learning Management System platform administration), encouraging opportunities for scholars on campus (including named scholarship recipients), and new programs as they are strategically developed. Additional function areas include the Library, Art Studio, Friends in Residence program, Chorus, and art exhibits.

WORKING ENVIRONMENT: Pendle Hill is a Quaker study, retreat, and conference center that offers programs to people of all faiths and backgrounds. Pendle Hill offers residential and commuter study programs, weekend workshops and retreats, consultations, scholarship opportunities, publications, bookstore, and conference space on our beautiful 23-acre campus.

DUTIES AND RESPONSIBILITIES:

- Stays deeply involved in strategic planning and in setting yearly and long-range vision and goals at Pendle Hill. Ensures that our education programs are always in line with our mission, vision and values.
- Holds direct responsibility for all aspects of online learning and the hybrid (residency/online) program.
- Develops and uses evaluation and assessment mechanisms for tracking and reporting.
- Ensures successful goal completion and looks for new opportunities to address organizational priorities through educational programs/services.

- Articulates Pendle Hill's programmatic vision, orally and in writing, for purposes of recruitment and outreach; marketing and advancement (including involvement with grant proposal writing).
- Plans and operationalizes educational programs in collaboration with full time, part-time and adjunct staff, and volunteers fostering an environment in which they are energized, empowered, informed, and motivated.
- Oversees our online Learning Management System, keeping relevant staff trained on its use and ensuring good experiences for student and teacher users.
- Works closely with other colleagues to ensure that educational programs are well synchronized with other functions at Pendle Hill.
- Develops outreach and admissions strategies to achieve enrollment and participation goals (with attention to our diversity commitments). Involved in admissions process: interviews, scholarships, welcome.
- Ensures organized electronic filing conventions and documentation retention.
- Oversees all short-term educational offerings and services, ensuring successful outcomes.
- Collaborates with Advancement colleagues to arrange for contact between scholarship donors and recipients.
- Serves as a member of the Administrative Team; takes a collaborative approach to overall coordination of initiatives.
- Recruits, selects, and provides support and supervision for adjunct faculty and Friends in Residence.
- Serves as staff support to the Education Committee of the Board.
- Ensures coordination of yearly initiatives such as an alumni homecoming, and the Stephen Cary lecture.
- Revises and updates documentation templates (admissions, evaluation, etc.) as needed.
- Ensures that accurate and accessible records are maintained with regard to program enrollment and participation, financials, and contracts.
- Ensures coordination of Pendle Hill's art exhibits, Chorus, Art Studio use and maintenance, and Library use and maintenance.
- Teaches, facilitates, and leads groups as needed. Introduces speakers on occasion and welcomes some arriving groups.
- Other duties as assigned by the Executive Director.

REQUIRED QUALIFICATIONS:

- At least five years of experience providing educational programs, at least two of which at the level of Manager or Director.
- Advanced degree or equivalent experience in a related field.
- Demonstrated experience in successfully directing a Program team as well as ability to work independently.
- Experience with design and implementation of excellent educational programs. This includes curriculum design.
- Experience setting up and administering online learning experiences, or equivalent transferable skill.
- Proficiency with evaluation and assessment strategies and reporting.
- Demonstrated ability to effectively manage budgets and set and fulfill goals for multiple concurrent programs.
- Proven ability to meet deadlines consistently and establish timetables for various programs – always with an eye on being “ahead and prepared.”
- Excellent communication skills – in person and in writing.
- Confident and inclusive presentation, teaching, and facilitation style.
- A welcoming attitude and willingness to provide hospitality for members of, and visitors to, the Pendle Hill community. Openness to a wide range of spiritual beliefs and experiences.
- Understanding of Quaker faith and practices, and a willingness to gain additional knowledge.
- Ability to maintain accurate and accessible records and files.
- Deep appreciation for and alignment with Pendle Hill’s vision, and values.
- Commitment to providing consistently excellent programs.

DESIRED QUALIFICATIONS:

- An appreciation for non-degree learning, and the transformative role a contemporary Quaker study center can have by living into its vision through its programs.
- Excellent organizational skills, and ability to maintain order and detail within a complex set of competing initiatives.
- Experience with Moodle or WordPress.
- Experience with fundraising.
- Track record of high-quality supervision and staff leadership, preferably experienced in interdepartmental collaboration.
- Understanding of the adult education needs within the Religious Society of Friends.
- Experience with outreach to and recruitment of diverse groups.
- Experience with setting, achieving, and helping others to achieve S.M.A.R.T. (Specific, Measurable, Attainable, Realistic, Timely) goals.
- Favorably evaluated teaching experiences in adult learning environments.

TIME EXPECTATIONS:

This is a full-time, exempt, position requiring occasional weekend and evening work.

Full-time staff at Pendle Hill spend a few work hours each week contributing to the community through meal time, housekeeping, or maintenance work.

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 may also include on-campus residence and board (depending on the availability of housing, at Pendle Hill's discretion).

NONDISCRIMINATION POLICY:

Pendle Hill encourages the participation of all and seeks to appoint to its staff individuals of diverse backgrounds, without discrimination on the basis of gender, religion, race, color, age, sexual orientation or national origin.

BACKGROUND CHECKS:

Pendle Hill will conduct a background check for all candidates prior to hire.

INTERESTED? Please submit a current resume, contact information for three references, and a cover letter describing your qualifications (including how you heard about the position) to Sandy Horne at Pendle Hill, 338 Plush Mill Road, Wallingford, PA 19086 or shorne@pendlehill.org. Please put Director of Education and your last name in the email subject line.

Review of applicants will begin on August 25, 2014, and continue until the position is filled, with an anticipated start date in September or October 2014.