



Director of the Church Leadership Center

Department: Church Leadership Center

Supervisor: Jewel Gingerich Longenecker, Dean of Lifelong Learning

FTE: 100% FTE

Location: Elkhart, Indiana (in person)

Anticipated start date:

Application review begins immediately and will continue until the position is filled.

Summary: The AMBS Church Leadership Center expands seminary offerings by providing a variety of nontraditional and nondegree programs for spiritual and theological reflection, ongoing leadership development, and personal enrichment. Grounded in an Anabaptist theological perspective, the Church Leadership Center seeks to promote and inspire a Christ-centered vision of effective leadership for a changing world. The goals of the Church Leadership Center are to: (1) deepen theological and spiritual reflection on leadership; (2) guide participants in wise practice of leadership skills; and (3) inspire effective leadership for a changing world.

The Director of the Church Leadership Center guides the vision, strategy, and operations of the Church Leadership Center in conversation with the Administrative Cabinet and an advisory board and oversees the Volunteer Program. The Director supervises Church Leadership Center staff and the Volunteer Coordinator(s) and directly manages some program elements. For the first year (approximately), the position will include mentoring by the Dean of Lifelong Learning and the opportunity to develop deep familiarity with all operations through managing a range of strategic and administrative tasks. After this time, the Director will join the Administrative Cabinet, reporting directly to the President.

Portfolios: the Church Leadership Center; the Volunteer Program

- Supervise Church Leadership Center staff: Administrative Assistant; Director of Practical Leadership Training; Program Administrator for Thriving in Ministry; and instructors for Journey, Short Courses, and Spiritual Direction Seminars. Additional supervisory roles are possible.
- In cooperation with the Academic Dean, oversee the work of the Teaching Faculty as it relates to Church Leadership Center programming.
- Collaborate with the Academic Dean in integrating nontraditional and academic programs.

Direct the Volunteer Program

- Supervise Volunteer Coordinator(s)
- Ensure smooth functioning of Volunteer Program

Anabaptist Mennonite Biblical Seminary

3003 Benham Avenue, Elkhart, IN 46517, USA • 574.295.3726 • ambs.edu

Lines of accountability

- Report to the Dean of Lifelong Learning (first year) and the President (year two and beyond)
- Serve on the AMBS Ad Cabinet (year two and beyond)
- Serve on the AMBS PR Committee
- Serve on the AMBS Curriculum Committee
- Serve on the Global Leadership Collaborative Operations Committee
- Attend Teaching Faculty meetings as invited by the Academic Dean

Responsibilities and duties

- Shape the vision and strategy of the Church Leadership Center in supporting the AMBS mission to “serve the church as a learning community, educating followers of Jesus Christ to be leaders for God’s reconciling mission to the world” through nondegree, pre-and post-seminary programming.
- Represent the Church Leadership Center and its programs to external and internal publics.
- Ensure effective operation of current and future Church Leadership Center programs (current programs are Journey Missional Leadership Development; Practical Leadership Training; Invite AMBS; Spiritual Direction Seminars; Pastors & Leaders annual conference; Ministry Reflection Circles; Transition to Leadership; and occasional events and webinars).

Qualifications and skills

- Commitment to Jesus Christ, affinity with Anabaptist values and beliefs, and support of the mission of AMBS
- Commitment to the Church Leadership Center’s mission of enriching and developing current and future church leaders
- A seminary master’s degree and an advanced degree (PhD, EdD, or DMin) in an appropriate field (e.g., leadership, adult education, a theological discipline, or church ministries) or willingness to pursue such a degree
- A vision and passion for excellence in the theological education of individuals with a wide range of prior educational and theological preparation and perspectives
- Demonstrated ability to work with faculty, pastors, lay people, and denominational leaders in constructive ways
- Knowledge of and a commitment to work collaboratively with Mennonite Church Canada and Mennonite Church USA structures and personnel
- Ability to appropriately navigate cultural and other differences
- Commitment to undoing racism and/or similar initiatives
- Strong communication skills— written, spoken, and interpersonal
- Strong administration skills
- A flexible and collaborative leadership style
- Familiarity with financial management processes, including managing a budget
- Strong computer skills and eagerness to learn new programs
- Ability to manage complexity, overseeing multiple projects simultaneously, while organizing efficiently and working accurately with detail
- Church leadership experience preferred
- Knowledge of online and distance education strategies and technologies preferred

Anabaptist Mennonite Biblical Seminary

3003 Benham Avenue, Elkhart, IN 46517, USA • 574.295.3726 • ambs.edu

- Knowledge of Microsoft Office required; Google Workspace, Salesforce, Populi, and Wufoo a plus

Hiring policy

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

AMBS is committed to anti-racism as one of the ways we practice God's reconciling mission in the world. Candidates for employment will have a strong motivation to join our efforts to work for racial equity and make AMBS an increasingly diverse learning community.

To apply

Please submit resume - cover letter – the names of three references to:

Carla Robinson, Assistant Director of Human Resources and Payroll, at HR@ambs.edu or mail to 3003 Benham Avenue, Elkhart, IN 46517.

Updated August 2025