

# UNIVERSITY OF DALLAS

Job Number: 13060UD

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## Executive Director (Neuhoff Institute for Ministry and Evangelization)

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### WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

### JOB DESCRIPTION

UD is currently seeking an Executive Director of the Neuhoff Institute for Ministry and Evangelization. This individual will be an entrepreneurial and inspiring leader with a genuine zeal for sharing the Gospel, serving the Church, and forming others to do the same. The Executive Director will exercise principal responsibility in shaping and leading the Neuhoff Institute which is dedicated to providing outstanding continuing education and formation in ministry, evangelization, Sacred Scripture, and catechetics and promoting inspiring, faithful, well-educated, and joyful disciples.

The successful candidate will be Catholic and maintain exemplary adherence to correct doctrine, the teachings of the Catholic Church, and integrity of life per Catholic teaching. An offer of employment will be conditional on the successful application for and receipt of a Mandatum from the Bishop of Dallas as soon as practicable and not later than within the first six months of employment. Should the granting of a Mandatum be denied, the candidate will no longer be eligible to hold this position with the University.

This is a full-time, administrative position. Appointment to the Neuhoff Institute faculty is possible, but only for a finalist with the requisite experience and academic achievement.

### PRIMARY RESPONSIBILITIES

- Primary oversight and responsibility for all activities of the Neuhoff Institute for Ministry and Evangelization, including programming, scheduling (including class sites and modality), budgeting, and enrollment.
- Primary responsibility for oversight of Neuhoff Institute faculty, including orientation, scheduling, and annual reports.
- Maintain current and develop new Neuhoff Institute program curriculums.
- Responsible for the Institute's advancement efforts, including relationship building, grants work, and philanthropic fundraising, in coordination with UD's Office of Development and Alumni Relations.
- Interact and collaborate with other University departments (e.g. Department of Theology, Institute for Homiletics, St. Ambrose Center) to promote the Mission of the University.
- Partner with parishes and dioceses as well as national and international organizations such as NALM and NCYMC to promote the Neuhoff Institute on the local, national, and global levels.

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- Maintain relationships with current students and coordinate recruitment of new students.
- Responsible for the institute's database management, upkeep, backup, and accuracy.
- Oversee and plan Neuhoff Institute events, such as days of reflection and Graduation.
- Teach courses in the Neuhoff Institute, as appropriate.
- Responsible for marketing all Neuhoff Institute programs in coordination with UD's Office of Marketing and Communications.
- Coordinate hiring and training of faculty and staff, as appropriate.
- Other duties as required for the success of the Neuhoff Institute for Ministry and Evangelization.

## MINIMUM REQUIREMENTS

- Master's degree in ministry, theology, divinity, catechetics, scripture, or a related field, with a preference for a terminal degree.
- Administrative skills, including program development (preferably in ministry or evangelization), working with outside constituencies, and donor relations, are essential for the position.
- Demonstrated leadership, open and collegial administrative style supporting the ability to work effectively with faculty, staff, students, deans, senior administrators, and trustees.
- Multicultural knowledge and experience working with individuals from different backgrounds.
- Excellent communication, interpersonal, and strong organizational and management skills.
- A creative, entrepreneurial spirit combined with practical wisdom.
- Knowledge of Microsoft Word, Excel, registration/enrollment software, website design and development, and social media platforms.

## ADDITIONAL INFORMATION

- Directly supervises the faculty and staff of the Neuhoff Institute for Ministry and Evangelization.

## APPLICATION

Applications must include a curriculum vitae as well a letter addressing the candidate's qualifications with respect to the both job description and [Mission statement](#) of the University. Application materials must be submitted to the University of Dallas' Human Resources [application portal](#).

## BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

**The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**