



JOB DESCRIPTION

INTERIM EXECUTIVE DIRECTOR

The Washington Theological Consortium (WTC / Consortium) is seeking an Interim Executive Director. The Consortium consists of theological seminaries, and religious education institutions - Christian and Muslim. The position is available immediately; and will continue through 2026, and potentially into 2027. It reports to the Board of Trustees.

The Interim Executive Director (IED) will manage WTC ecumenical programming, which includes cross registration/course sharing among member institutions, certificate programs, and some public educational events. With the Student Board, the IED facilitates student events. The incumbent will also oversee day-to-day Consortium administration, communications, and financial operations with a small staff and volunteers. The IED will engage with the Board of Trustees; and member institution deans, librarians, registrars, and faculty as needed to meet Consortium objectives.

The successful candidate will possess:

- a Ph.D. or equivalent in Christian education, theology, or relevant religious study
- Christian higher education and/or academic experience (teaching or administrative), or non-profit leadership and/or management
- commitment to higher theological education and ecumenism
- ability to be self-sufficient - tech savvy - in using several applications (i.e., Microsoft Office, QuickBooks)
- Proven administrative management and supervisory abilities.

Knowledge of the Consortium, potentially in a current or past association with a member organization or the Board, is a plus.

The Consortium office is in Washington, DC, near Catholic University. The position is 24-28 hours per week. Pay and benefits are negotiable. Salary is market competitive and will be commensurate with experience. For information on WTC visit <https://washtheocon.org/about/>.

To apply, send your resume and letter of interest to: Yvonne.futuresource+wtc@gmail.com **not later than April 4, 2026.**