

## Position Description

**Position Title:** Assistant Director, Center for Christian Leadership

**Department:** Center for Christian Leadership

**Reports to:** Executive Director

**FLSA Status:** Exempt

**FTE:** 0.5

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### Position Summary

The Assistant Director of the Wisconsin Lutheran College (WLC) Center for Christian Leadership provides strategic, operational, and program leadership to advance the Center's mission of developing Christ-centered leaders who positively influence churches, schools, nonprofits, businesses, and communities. This role supports the Executive Director in cultivating partnerships, designing and delivering leadership development programs, expanding organizational impact, and ensuring operational excellence across the Center's initiatives.

The Assistant Director serves as a key relationship builder, facilitator, and project leader who combines strong organizational leadership and interpersonal skills with a passion for Christian leadership formation, coaching, training, and community engagement.

Working collaboratively with the Executive Director, campus partners, students, and external stakeholders, the Assistant Director supports the daily operations and strategic priorities of the Center for Christian Leadership while fostering student growth and engagement consistent with WLC's Christian mission and values.

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### PRIMARY RESPONSIBILITIES

The Assistant Director reports to and works closely with the Executive Director of the Center for Christian Leadership in coordination with the Center for Christian Leadership (CCL) Support Specialist, to carry out the following responsibilities:

#### Christian Leadership Program

- Plan and coordinate program offerings such as Leadership Impact Hours, leadership field trips, workshops, seminars, and other leadership development initiatives.
- Work with leadership coaches to enhance, assess, and streamline the student leadership coaching experience.
- Coordinate program communication including the monthly newsletter, weekly emails, and related promotional materials.
- Serve as a leadership coach for approximately 15-20 students.
- Support the development, implementation, and assessment of leadership programming designed to foster student engagement and leadership growth.
- Track student participation, program outcomes, and engagement metrics to support continuous improvement initiatives.

#### CliftonStrengths

- Attend training to become a Gallup-Certified Global Strengths Coach.
- Coordinate CliftonStrengths campus offerings including the freshman assessment and CliftonStrengths overview classes within College 101, faculty and staff lunch-and-learn sessions, workshops for departments, and related programming.

- Provide one-on-one Strengths coaching as needed for faculty and staff.
- Facilitate strengths-based development opportunities that support student success, employee engagement, and organizational effectiveness.

### **Workshops and Seminars**

- Partner with the Executive Director of the Center for Christian Leadership in planning and facilitating the faculty and staff lunch-and-learn series and leadership development programming.
- Plan and facilitate CliftonStrengths and leadership workshops in coordination with the Executive Director.
- Collaborate with campus and community partners to identify leadership development needs and deliver relevant educational programming.

### **Scholarships and Grants**

- Work with the Executive Director, Financial Aid, and Admissions Office to coordinate scholarships facilitated by the Center for Christian Leadership including the following:
  - Wrightsman Christian Leadership Scholarship
  - Gary and Sandra Greenfield Christian Leadership Scholarship
  - Other scholarships facilitated by the CCL
  - Christian Women's Leadership Circle Partnership Grants
- Coordinate student scholarship interviews and assist with scholarship award recommendations.
- Assist with scholarship communications, recordkeeping, reporting, and stewardship activities as needed.

### **Marketing and Promotion**

- In partnership with the Center for Christian Leadership Support Specialist and the Executive Director, promote the work of the Center for Christian Leadership through articles, videos, social media, and other communication channels.
- Support efforts to increase awareness, participation, and community engagement through strategic communications and promotional initiatives.

### **Strategic and Operational Leadership**

- Partner with the Executive Director to implement strategic initiatives and annual goals.
- Manage projects, timelines, budgets, and operational systems to support effective program delivery.
- Assist with grant implementation, reporting, and sustainability planning.
- Track program outcomes, participant engagement, and impact metrics.
- Support continuous improvement efforts and organizational effectiveness initiatives.

### **Administrative Responsibilities**

- Supervise interns and student workers, as applicable.
- Coordinate with the CCL Support Specialist to maintain accurate records, databases, reporting systems, schedules, and communications.
- Assist with fundraising initiatives, donor engagement, and special events in coordination with the Executive Director.

### **Collaboration, Communication, and Relationship Management**

- Serve as a liaison between the Center for Christian Leadership and campus departments, churches, schools, nonprofit organizations, businesses, and community partners.

- Foster collaborative relationships that advance the mission and strategic priorities of the Center.
- Communicate effectively with students, faculty, staff, alumni, donors, and external stakeholders in a professional, mission-centered manner.

### **Mission Alignment and Professional Standards**

- Demonstrate a commitment to Christian leadership development and student-centered engagement.
- Maintain current knowledge of best practices and emerging trends in leadership development, coaching, student engagement, and organizational leadership.
- Support the mission, vision, and values of Wisconsin Lutheran College by assuming additional responsibilities as assigned by the Executive Director or senior leadership.

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## **QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree in leadership, education, business, ministry, communication, nonprofit management, or a related field.
- Demonstrated experience in program coordination, leadership development, coaching, education, student services, nonprofit work, or related areas.
- Strong organizational and project management skills with the ability to manage multiple priorities and deadlines effectively.
- Excellent interpersonal, written, and verbal communication skills.
- Ability to work collaboratively with students, faculty, staff, donors, and community stakeholders.
- Demonstrated ability to facilitate workshops, presentations, and group discussions.
- Proficiency in Microsoft Office applications including Word, Excel, Outlook, and PowerPoint.
- Personal commitment to and appreciation for the mission, vision, and values of WLC.

### **Mission Alignment**

- Active membership in good standing with the Wisconsin Evangelical Lutheran Synod (WELS/ELS) is required.
- As with all positions at Wisconsin Lutheran College, the incumbent must perform job responsibilities in a manner consistent with the overall mission and core values of WLC, as defined through its affiliation with the Wisconsin Evangelical Lutheran Synod (WELS).

### **Physical Requirements**

- The position is primarily sedentary but requires regular movement throughout campus and event locations.
- Occasional lifting, carrying, setup, and transportation of materials and event supplies may be required.

### **Work Environment**

- Professional office environment with regular interaction with students, faculty, staff, and external partners.
- Routine use of standard office technology and event-related equipment.
- Occasional evening and weekend responsibilities may be required for programs, workshops, events, and travel.