

Job Posting



Position	Department	Reports to	FTE	FLSA Class
Executive Director, Catalyst Corridor	Business Office	CFO/ COO	1.0	Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

Scope of Responsibilities: The Executive Director, Catalyst Corridor reports to the CFO/COO. The Executive Director, Catalyst Corridor is responsible for overseeing the implementation of the Catalyst Corridor project. Responsibilities include, but are not limited to: interacting with key stakeholders (internal and external) and donors, project management, and ensuring the completion of regular reporting to Lilly Endowment, Inc. for the Catalyst Corridor. This role will collaborate with various campus departments such as the President's Office, Business Office, Advancement, Athletics, Academic Schools, Operations, and Facilities. The position is a 12-month 5-year grant-supported staff position.

Essential Responsibilities:

- Be the primary point of contact for the Catalyst Corridor project.
- Interact with government officials and entities, private and public companies, and other community stakeholders related to the Catalyst Corridor. Manage contractual relationships and advisory groups for the Catalyst Corridor.
- Collaborate with the President's Office and Advancement Office to engage with key donors and community stakeholders for investment in the Catalyst Corridor project.
- Support the CFO/COO on capital project components included in the Catalyst Corridor to ensure completion of all project components by July 2029. Work closely with the CFO on expenditures and fund management of the Catalyst Corridor.
- Engage internal stakeholders impacted by the Catalyst Corridor and ensure effective communication campus-wide on the project.
- Ensure effective communication with Lilly Endowment about the Catalyst Corridor project, and complete required grant and financial reports every six months.
- Other essential duties as assigned.

Supervisory Responsibilities:

- Oversee employees and student workers directly involved with the Catalyst Corridor grant.

Qualifications:

A. Minimum:

1. Master's Degree
2. 5+ years work experience in project or operations management
3. Strong interpersonal communication skills (verbal and written).
4. Knowledge of Microsoft Office products including Word, Powerpoint, and Excel.
5. Strong Christian faith, commitment and volunteer service experience.
6. Must have the strong ability to multitask, operate under pressure, and collaborate effectively.
7. Must be on-time, dependable, and finish all details until all tasks are complete.
8. Must exercise good judgment.

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B. Preferred:

1. 8+ years of work experience in project or operations management
2. Grant management experience

Status: Full Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

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