

ASSOCIATE DIRECTOR OF COMMUNICATIONS AND MARKETING

POSITION DESCRIPTION

General Description:

The Associate Director serves as the operational lead for the Seminary's communications function, ensuring strategy is translated into clear, consistent, and timely execution. This role brings structure, prioritization, and accountability to communications workflows, supporting a coherent and well-articulated institutional identity. This position reports to the Senior Director of Communications & Marketing.

Essential Functions:

1. Lead the intake, prioritization, and execution of communications requests, ensuring alignment with institutional priorities and visibility across all active projects.
2. Manage timelines, workflows, and deliverables; coordinate assignments across staff and vendors; and continuously refine systems to improve efficiency, clarity, and accountability.
3. Ensure all projects are completed on time and meet Seminary standards for quality, accuracy, and brand consistency.
4. Serve as the primary editor and project manager for Vantage magazine and other major content initiatives.
5. Maintain the institutional editorial calendar; edit and review content for voice, clarity, and alignment; and support integrated communications campaigns.
6. Manage relationships with external vendors and creative partners, monitoring deliverables for quality, timeliness, and alignment with scope.
7. Oversee execution across social media, web, email, and print channels to ensure coordinated and consistent messaging.
8. Serve as the primary point of contact for communications requests, collaborating with departments and leadership to plan and coordinate efforts.
9. Ensure communications efforts are strategic, non-duplicative, and aligned across units in support of Seminary-wide goals.
10. Adhere to seminary standards of professionalism, confidentiality, and integrity.
11. Other duties as requested.

Qualifications:

- Bachelor's degree in communications, marketing, journalism, or a related field required, advanced degree preferred
- 5–7 years of professional experience in communications or marketing with demonstrated project management and editorial leadership
- Experience managing complex projects with multiple stakeholders, including oversight of external vendors and creative partners
- Prior experience in higher education, nonprofit, or other mission driven organizations preferred

Knowledge, Skills, and Abilities:

- Strong project management skills, with ability to manage multiple priorities, deadlines, and stakeholders
- Excellent writing, editing, and editorial judgment, with the ability to maintain a consistent institutional voice across channels
- Ability to translate strategy into actionable plans and build workflows that support efficiency and accountability
- Strong interpersonal and collaboration skills, including effective work with teams, leadership, and external partners
- Sound judgment, discretion, and an initiative-taking, self-directed approach, with familiarity using core communications platforms and tools

Classification:

- Fulltime
- Exempt
- Telework eligible, three days on campus required

APPLICATION PROCESS: To apply, please submit your cover letter, resume, and three professional references with contact information to searchteamcomm@ctsnet.edu. Applications are accepted until filled.

PHYSICAL DEMANDS: Although physical limitations for this position can be accommodated, the job's physical demands can include but are not limited to sitting, standing, stooping, crouching, bending, walking, and lifting light objects. Work is performed in an office environment.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work employees to perform within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.

Columbia Theological Seminary is an educational institution of the Presbyterian Church (USA), and a community of theological inquiry and formation committed to equity, diversity, and inclusion in the service of the Church of Jesus Christ. Established in the Reformed tradition, we embody an ecumenical spirit and welcome people of all denominational backgrounds.

Consistent with the Seminary's [Core Values](#) and as a seminary affiliated with the Presbyterian Church (USA), Columbia Theological Seminary ("Seminary" or "CTS") affirms its commitment to promoting the goals of fairness and equity in all aspects of its theological and educational enterprise. Through federal, state, and local law and Seminary policy, the Seminary prohibits harassment of or discrimination against any person based upon sex, pregnancy, sexual orientation, gender identity, race, religion, nationality, socio-economic status, personal appearance, color, political affiliation, religion, creed, ethnicity, national origin, citizenship status, physical or mental ability, age, marital status, family responsibilities, veteran or military status, predisposing genetic characteristics, domestic violence victim status or any other protected category.