

# UNIVERSITY OF DALLAS

Job Number: 10719UD  
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## Executive Director of the Neuhoff Institute for Ministry and Evangelization

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### SUMMARY

UD is currently seeking applicants to serve as the Executive Director of the Neuhoff Institute for Ministry and Evangelization. This is a full-time administrative position. Appointment to the university faculty is a possibility, but only for a finalist with the requisite experience and academic achievement.

### PRIMARY RESPONSIBILITIES

Primary responsibility for all activities of the Neuhoff Institute for Ministry and Evangelization, which include:

- Primary responsibility for the Institute's advancement efforts, inclusive of both relationship building, grants work, and philanthropic fundraising, in coordination with UD's Office of Advancement.
- Primary responsibility for marketing all Institute programs, in coordination with UD's Office of Marketing and Communication.
- Primary responsibility for all current and new programming, in coordination with the Institute's Associate Director.
- Primary responsibility for all faculty and staff dedicated to the purposes of the Neuhoff Institute for Ministry and Evangelization.

### MINIMUM REQUIREMENTS

- Earned master's degree in theology, divinity, catechetics, scripture, or a related field.
- Administrative skills including program development, working with outside constituencies, and donor relations are essential for the position.
- A creative, entrepreneurial spirit combined with practical wisdom.

### PREFERRED QUALIFICATIONS

- Demonstrated leadership in the promotion of evangelization, catechetics, and ministry at the local and national level.
- Terminal degree in field.

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- Record of publications and other deliverables in the field evangelization, catechetics, and ministry or a related field
- Fluency in Spanish.

## APPLICATION

Candidates should submit a letter of interest clearly listing qualifications for the position and a curriculum vita detailing all academic and professional experience (references will be requested from candidates invited for an interview) electronically. All applications should be submitted online at: <https://hr.udallas.edu/apply/>

## WHO WE ARE

The University of Dallas is a Catholic university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education (<http://www.udallas.edu/about/mission.php>). All administrators are expected to understand and support the mission.

## 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; free tuition for employees and their families; and matching retirement plan contributions.

**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.**