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# **Executive Director, The Allender Center**

## **Job Title:** Executive Director, The Allender Center

## **Reports to:** President & Provost

## **Department:** The Allender Center

## **Avg Hrs/Wk:** 40

## **Summary**

The Executive Director provides executive leadership for the Allender Center at The Seattle School of Theology & Psychology, including stewarding a team of highly skilled and diverse leaders in executing Allender Center programming and collaborating with the leadership of The Seattle School across a variety of venues.

## **Essential Functions**

The primary duties are to provide strategic, developmental and operational leadership for a diverse team including team building, fundraising, and visioning. Specific leadership priorities include:

* Managing a highly skilled and diverse Allender Center leadership team who provide healing and training opportunities in the area of narrative focused trauma & abuse care within a theological framework.
* Team building and staff development including recruitment and training.
* Partnering with The Seattle School’s Advancement Office to bring sustainable funding to The Allender Center.
* Collaborating with the Executive Council of The Seattle School, a team serving with the President, to provide oversight in areas leadership, strategic planning, financial management, operations, intellectual property and other accountability procedures.
* Alongside the President and in consultation with TAC’s Founders and Executive Leadership Team, envisioning and operationalizing the vision and mission of The Allender Center.
* Collaborating with CFO and Allender Center Director of Offerings & Administration to develop and execute financial forecasting and annual budgets.
* Identifying and stewarding external relationships with partnering organizations.

The ideal candidate will possess:

* A mature faith in Jesus with convictional clarity about their faith, coupled with an ability to relate respectfully with people of different views, experiences, and backgrounds
* Wisdom and spiritual discernment, exhibiting the leadership maturity necessary to steward a season of transition from founding to scalability
* Experience in working with culturally diverse, highly skilled teams that allows strong leaders to make meaningful contributions, while continuing to grow.
* Experience and capacity for engagement with narrative focused trauma and abuse care or related experience
* Demonstrated ability to foster a culture of integrity which upholds accountability, appropriate confidentiality and assures that other’s views are valued and respected
* High emotional intelligence and a keen ability to adapt, strategize and execute plans in a collaborative team environment across department, and with external partners
* Successful collaborative team leadership including recruitment, hiring, training, and professional development of staff, while fostering leadership in others.

## **Knowledge, Skills and Abilities**

* Master’s degree or above, in a discipline such as an MBA, MDiv, DMin, MACounseling, etc.
* 5+ years minimum experience in senior leadership preferred
* Experience in setting financial goals, developing budgets and managing finances
* Ability to articulate with clarity the mission, vision, and ethos of The Allender Center and The Seattle School in both written and oral forms
* Evidence of commitment to racial and gender diversity
* Ability to travel and function well in online meeting atmospheres

## **Compensation & Benefits**

The Seattle School of Theology and Psychology provides competitive compensation (DOE) and benefits. For this full-time position we offer generous paid time off; retirement benefits; a bus pass subsidy (post-pandemic); tuition assistance benefits; medical, dental, life, LTD insurance, a Health Savings Account and a flexible, supportive environment.

## **Application Process**

To apply please submit your resume, cover letter, and completed Employment Application (Statement of Faith included) to jobs@theseattleschool.edu. The position will remain open until filled, with preference given to applications received by Sunday, August 16, 2021.

[EMPLOYMENT APPLICATION [PDF]](http://theseattleschool.edu/wp-content/uploads/2017/10/Employment-Application-100217.pdf)  [EMPLOYMENT APPLICATION [DOC]](http://theseattleschool.edu/wp-content/uploads/2017/10/Employment-Application-100217.doc)

## **About the Employer**

Established in 1997, The Seattle School of Theology & Psychology resides in the heart of the Belltown neighborhood of Seattle, Washington. The Seattle School offers three interdisciplinary graduate programs: M.A. in Counseling Psychology, Master of Divinity, and M.A. in Theology & Culture. Focused on a transformational education through deep relationality, the school is committed to train people to be competent in the study of text, soul, and culture in order to serve God and neighbor through transforming relationships. Employees at The Seattle School strive to hold the capacity to see relationally and to see each other beyond social categories, allowing room for the complexity and nuance that is asked of us to live as the global body of Christ. The Allender Center at The Seattle School is a center established in 2011 that provides training in narrative focused trauma and abuse care through various training and healing initiatives.

## **The Allender Center Purpose & Mission**

Story is the heartbeat of God, the primary form for revealing who we are, who God is, how the world is broken, and how God intends to restore us and the world. We believe, too, that no one escapes harm over the course of their lifetime. Therefore we all have stories that need healing and restoration. Unfortunately, there are very few contexts in which the full extent of harm and heartache in the human experience can be explored in a way that brings healing. Many therapists are not equipped to address the narrative dimensions at the heart of human brokenness, and many churches and communities avoid the conversations out of fear, discomfort, or lack of training. So we live in a world of silos where narrative therapy, inner healing, and spiritual warfare are seldom integrated for the hope for restoration.

Our purpose is to step into this gap to offer story exploration experiences and to train more leaders to address harm and tragedy with informed care and holistic engagement, identifying the emotional, spiritual, and relational impacts of our core stories of neglect, loss, betrayal, or outright abuse and violence. And in this process, something truly transformative happens: we find the hope of redemption. Courageously stepping into stories of pain and harm is the very place that true healing and restoration occur.

The mission of The Allender Center is to foster redemption and healing in individuals, couples, and communities by helping them tell their stories with awareness and integrity while also training leaders and professionals to engage the stories of others with courage, artistry, and care. In fulfilling this mission, we are committed to:

* Boldly engaging the impact of trauma and abuse on the human heart
* Providing healing and teaching to individuals, couples, and communities
* Training professionals to listen and enter into stories in a way that facilitates the transformation and hope of the gospel

The Allender Center, a subsidiary of [The Seattle School of Theology & Psychology](http://theseattleschool.edu/) and a nonprofit 501(c)(3) has grown exponentially as a respected resource for training and transformation since its founding in 2011. As more people recognize the reality of abuse and trauma in our culture, the need for holistic training and true healing is more important than ever. Our hope is to meet this increased need with accessible content, more regional offerings, and expanded leadership and training models.

##### Federal employment non-discrimination rules preserve the freedom of faith-based organizations to hire according to faith. State and local employment civil rights laws include a similar exemption for faith-based organizations such as The Seattle School of Theology and Psychology.