



Toronto School of Theology Job Posting

PROJECT MANAGER

Collaborative Initiative for Ministerial Formation and Sustainability

Description:

The Toronto School of Theology (TST) is Canada's premier ecumenical theological consortium and is affiliated with the University of Toronto. TST consists of seven member colleges and serves to promote collaboration among the member colleges and with other educational institutions in ways that foster excellence in research and scholarship, quality student experience, genuine community, and ensures standards around academic matters.

The Project Manager is responsible for the overall leadership, coordination, implementation, and evaluation of a multi-year collaborative initiative undertaken by TST and five collaborating institutions. This exciting initiative aims to strengthen and support the formation of pastoral leaders by enhancing collaboration, centralizing key services, improving institutional efficiencies, and building financial sustainability through a dedicated endowment.

The ideal candidate will be a creative thinker, with excellent communication and interpersonal skills. They must be able to lead organizational change and manage budgets. They must balance leadership with collaboration, ensuring timelines, resources, and stakeholder expectations are managed effectively.

Duties and Responsibilities:

1. Project Leadership and Overall Coordination
 - Lead planning, implementation, monitoring, and evaluation of all components of the 5-year project.
 - Develop and manage project workplans, timelines, and performance indicators.
 - Ensure alignment of activities with the project's outcomes.
 - Facilitate communication and collaboration among TST and participating colleges.
2. Management of the Ministry and Pastoral Leadership Hub
 - Supervise the inaugural Hub Coordinator who is responsible for Strategic Enrolment Management, administrative academic support, and curriculum rationalization.
 - Ensure that Hub activities reduce duplication across colleges and enhance faculty capacity.
3. Faculty Complement Planning
 - Lead exploratory work on faculty complement planning and joint hires.
4. Stakeholder Engagement and Fundraising
 - Coordinate a multi-institutional fundraising campaign aiming to secure \$600K USD in pledges.
 - Serve as the primary liaison for this project among colleges, partners, and external stakeholders.
 - Prepare briefs, progress updates, and reports for governance bodies.

5. Financial Oversight and Reporting
 - Report annually to grant funder.
 - Assist the TST Director of Finance on budgeting, financial accountability, and long-term modelling.
6. Engage Competent Experts and Consultants as Needed
7. Evaluation, Assessment and Documentation
 - Implement evaluation frameworks and gather data to measure project effectiveness.
 - Produce final reports and contribute to publications.

Qualifications Required:

1. Education
 - Undergraduate degree required; Graduate degree an asset.
2. Experience
 - Minimum 5 years project management or academic administrative leadership.
 - Previous knowledge and experience of the University of Toronto or the TST system an asset.
3. Skills
 - Superior interpersonal, leadership, and communication skills.
 - Ability to handle diverse relationships with patience and diplomacy.
 - Excellent administrative, organizational and time-management skills.
 - Ability to develop and foster relationships and to align operations to TST goals.
 - Ability to manage concurrent tasks.
4. Other
 - The ideal candidate will be a collaborative team-player and proactive self-starter. In this role they will be creative and professional in balancing the diverse requirements of the project. Comfortable working in an ecumenical Christian context.

Salary: Commensurate with experience.

Appointment Type: Full-time; contract, up to five years, renewable yearly.

How to Apply: If interested, by **Monday, January 5, 2026**, please contact the TST Executive Director at tst.director@utoronto.ca.

Diversity Statement: The Toronto School of Theology embraces diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.