

# Senior Program Manager for Mentorship Veritas Scholars Program

Since its first forum event at Harvard in 1992, Veritas Forums have emerged on more than 200 universities around the world, engaging more than 800,000 students, faculty, and community members. The Veritas Scholars Program, launched in 2020, is an initiative of The Veritas Forum that invests in the next generation of Christian faculty & scholars through mentorship, community building, and direct support. The Program builds on years of Veritas work and research on how to support and serve top-tier universities and faculty.

The core of the Veritas Scholars Program consists of two annual summer conferences followed by a series of discipline-based year-long mentoring cohorts. The Senior Program Manager for Mentorship will be responsible for executing Veritas support for 20+ high-impact academic-year mentorship cohorts for early-career faculty and graduate student mentees.

The Senior Program Manager will report directly to the Associate Vice President of the Veritas Scholars Program and will be supported by a half-time Program Coordinator and targeted administrative support from the Veritas Scholars Program team.

## Major Responsibilities

- Following our annual conferences for early-career faculty and PhD students each summer, the Senior Program Manager will support each faculty mentor as he or she designs a mentorship plan for the cohort's academic year.
- The Senior Program Manager will provide operational support for each mentorship plan in collaboration with relevant mentors, including the following:
  - Systems and communications for organizing virtual/in-person meetings.
  - Vendor, space + room block, meal coordination as needed for in-person meetings.
  - Budget management and reimbursement.
  - Supervising support staff in event prep and on-site execution.

- Collect and assess program outputs and outcomes for internal program evaluation and funding partner reporting requirements.
- Support AVP in managing and disseminating targeted e-communications serving current/alum cohort scholars and driving scholar community connectivity (e.g., e-newsletter).
- Explore and support opportunities to facilitate post-mentorship connections across the Veritas Scholars Program community, particularly within disciplines.

## Work Experience & Skills

### QUALIFICATIONS

- A mature Christian faith grounded in the regular disciplines of Bible study, prayer, and fellowship with other believers in the context of a local church, and evidenced by the fruit of the Spirit in your life.
- A genuine enthusiasm for investing in the formation of Christian scholars at secular universities.
- Passion and tenacity to mobilize people, resources, and systems to bring ideas into reality.
- 4+ years of demonstrated administration or program management experience required.
- Excellent verbal and written communication skills and the ability to communicate effectively with all levels of higher education administration, faculty, and students.
- Thrives working in a fast-paced, mission-driven, performance-oriented culture, while being highly entrepreneurial and self-directed.
- Travel. Ability to travel 10-15% of the year to work closely with Veritas partners. (Travel to in-person cohort meetings is generally not required.)

### SUPPORT A POSITIVE TEAM CULTURE AT VERITAS

- Be a great team member. Collaborate with Scholars Program team members and the wider Veritas team on a regular basis.
- Own outcomes. Be a self-motivated self-starter who sets clear goals, anticipates problems, perseveres, and holds yourself accountable.
- Get better every day. Welcome the gift of redemptive feedback, never settle in the quest to grow and develop, and make our organization stronger.
- Commit to the role. Dive in every day on the role which should match your passions and skills.

## EDUCATION

- Bachelor Degree required.
- Advanced degree is a plus due to the academic setting of the program, but professional experience can substitute for credentials.

## Position Overview

Status | Full-time

Location | United States - Remote. Must be willing and able to work from home.

Travel Requirements | 15 days each year for Veritas events and training, plus another 10-15 days each year to work closely with Veritas partners.

The Veritas Forum offers benefits and compensation commensurate with experience and competitive with other nonprofit organizations.

## To Apply

Interested applicants can apply [here](#). If you have any questions, please email us at [jobs@veritas.org](mailto:jobs@veritas.org).

## About Veritas

The Veritas Forum partners with Christian thought leaders, professors, and campus fellowships to support the intellectual credibility of Christianity in the university and the broader public sphere. Veritas is propelled by an ambitious vision to see universities become places where the big questions asked by students are not the reason they lose their faith, but the reason they find it.

Driving this vision are three core pillars of work: campus dialogue, community formation, and content engagement. We come alongside students, faculty, and campus ministers to help create Forums on university campuses around the world that invite intellectually curious students and scholars to explore life's big ideas. In support of this work, we connect, form, and train networks of students and faculty leaders who carry on the conversations through journals and scholarship, and we extend the conversations to global audiences through digital media.

## Our Name

“Veritas” is the Latin word for truth—and a word commonly found in university mottos; it refers to our belief that truth can be sought and found. “Forum” refers to our commitment to creating spaces where ideas can be openly shared and discussed.

## Our Beliefs

We are grounded and motivated by the historic Christian faith that seeks to love God and neighbor. We affirm the Nicene Creed and are ecumenical and invitational in our approach.