

EPISCOPAL RELIEF & DEVELOPMENT

JOB DESCRIPTION

TITLE: Coordinator, Faith & Community Engagement
REPORTS TO: Senior Director, Faith & Community Engagement
DEPARTMENT: Faith & Community Engagement
DIVISION: External Relations
LOCATION: United States
FLSA STATUS: Non-Exempt
EFFECTIVE DATE:

PRIMARY FUNCTION/PURPOSE: The Coordinator, Faith & Community Engagement works collaboratively across engagement, fundraising, communications, international programs and disaster response to increase engagement with Episcopalians and Episcopal Church entities, values-aligned networks, organizations and individuals. The position oversees the Episcopal Asset Map and its functional transition towards a cross-departmental resource and tool. The Coordinator, Faith & Community Engagement manages multiple projects under the direction of the Senior Director and Manager, Faith & Community Engagement, within the approved budget and in line with the mission, vision, core values and strategic plan of Episcopal Relief & Development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Episcopal Asset Map Maintenance & Strategy Development:** Oversee and manage the Episcopal Asset Map platform while developing and executing a roadmap that transitions effective ownership for cross-departmental collaboration, stakeholder engagement and digital transformation.
- **Relationship Management:** Manage key portfolio of relationships with consultants, contractors, and Episcopal Relief & Development's key stakeholders, including, but not limited to, US Episcopal Church dioceses, national and regional ministries and other faith-based or secular agencies.
- **Project Management:**
 - Design and execute projects in Asana that ensure full compliance with process, budget, scope and timelines.
 - Prepare and manage logistics for Faith & Community Engagement events, trainings and meetings, including securing appropriate accommodations, transportation, food, materials, speakers, audio/visual equipment.

- Manage registrations including logistics for participants as well as staff travel; ensuring all attendees are properly briefed about travel requirements, venues and other logistics.
- Manage special events timelines and budgets.
- **Internal Liaison:** Serve as a liaison with principals and other departments on issues regarding faith & community engagement, ensuring successful collaboration with Marketing & Communications, Advancement, Operations and Program colleagues.
- **External Representation:** Represent organization at meetings and conferences to increase stakeholder engagement and advance the profile of the organization.
- **Teamwork Support:** Model and support the development of a team environment and provide experiential perspective, helpful feedback and process guidance to Faith & Community Engagement team and other colleagues to support the individual and collective professional development and growth of the team.

SUPERVISORY REQUIREMENTS:

While there are no direct supervisory responsibilities, the position may require:

- Engagement with and oversight of external consultants, vendors and/or interns
- Coordination and accountability for internal working groups

EDUCATION:

- A Bachelor's Degree in a related field and/or equivalent experience

EXPERIENCE:

- A minimum of three (3) to five (5) years of supporting external relations in a non-profit, community or faith-based setting. Experience with faith-based community engagement is desired.
- Experience managing external API and web developers
- Familiarity with Microsoft Office (Word, Excel, and PowerPoint), CRM tools, web design, Google G Suite and project management tools like Asana.
- Demonstrated skills in event and project management.
- Experience with Raiser's Edge/RENXT, WordPress and Adobe Creative Suite (including Photoshop and InDesign) are a plus.

RELATED SKILLS:

- A confident communicator with excellent verbal and written skills who has sound judgment and manages sensitive situations with discretion and confidentiality.
- A detail-oriented multi-tasker who is adept at managing competing priorities and meeting deadlines in a fast-paced environment.
- A self-starter who takes initiative; brings people together and get things done.
- An enthusiastic team member who is excited to work cross-functionally with other departments, The Episcopal Church staff, campaign partners, donors, volunteers, and vendors with tact, diplomacy, sensitivity to cultural diversity and good humor.
- A systems thinker who creates efficient workflows and procedures for others to follow
- Comfortable working in a faith-based environment and willingness to learn about other faith traditions.

OTHER REQUIREMENTS:

- May be required to work long hours and a varied schedule including evenings and weekends, as well as travel on occasion.

SALARY & BENEFITS:

Hourly wage range of \$34.00-35.00 per hour

Competitive, comprehensive benefits package offered

How To Apply:

Email resume and cover letter to careers@episcopalrelief.org with the subject line "Coordinator, Faith & Community Engagement " For more information, visit our website at www.episcopalrelief.org.

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications.

Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.

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Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer (EEO). All employment practices will be administered without regard to an individual's actual or perceived protected characteristic(s) - race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or any other legally protected status.

Episcopal Relief & Development offers reasonable accommodations for individuals with disabilities. You may request accommodation at any time.