

For over 80 years, Episcopal Relief & Development has been working together with supporters and partners for lasting change around the world. Each year the organization facilitates healthier, more fulfilling lives for more than 3 million people struggling with hunger, poverty, disaster and disease. Inspired by Jesus' words in Matthew 25, Episcopal Relief & Development leverages the expertise and resources of Anglican and other partners to deliver measurable and sustainable change in three signature program areas: Women, Children and Climate.

Manager, Faith & Community Engagement (New York, NY or Remote USA)

The Manager, Faith & Community Engagement performs all aspects of Episcopal Church volunteer engagement and management, including but not limited to recruiting, educating, equipping and inspiring volunteers to build awareness within their congregations, organizations, schools, dioceses and networks while supporting Episcopal Relief & Development's core values and strategic goals. You will support the Senior Director, Faith & Community Engagement in the development and promotion of marketing resources and formation activities for Episcopal entities including, but not limited to, Lenten programs; adult, children, youth and family formation materials; spiritual and liturgical resources; worship resources; and stakeholder recognition programs. You will also develop and support web, digital and social media content for faith audiences and provide project management and logistical support for all Faith & Community Engagement functions.

As Faith & Community Engagement Manager you will:

- Develop, engage and inspire volunteers within the congregations, schools, dioceses and entities of The Episcopal Church
- Design digital tools and toolkits to equip volunteers and other supporters in their work increasing visibility and awareness of Episcopal Relief & Development
- Create strategies to monitor and evaluate the engagement level of Episcopalians and friends in the dioceses, congregations, schools and entities of The Episcopal Church
- Develop, improve and maintain training and formation materials for distribution in relationship with faith and formation communities
- Represent Episcopal Relief & Development while preaching, teaching and presenting to key constituencies
- Proactively manage all logistics for volunteer training and networking events, General Convention and other Episcopal and Anglican events and gatherings

You Are:

- A confident communicator who has sound judgment and exceptional verbal and written skills
- Comfortable in Christian and other faith-affiliated communities and gatherings with strong knowledge of the culture and structure of The Episcopal Church
- An organized multi-tasker who is adept at managing competing priorities and meeting deadlines in a fast-paced environment

- A self-starter who takes initiative; you know how to bring people together and get things done
- An enthusiastic team member who is excited to work cross-functionally with other departments, volunteers, Episcopalians and friends with tact, diplomacy and sensitivity to diversity
- Proficient in Microsoft Office (especially Excel and PowerPoint), Adobe Creative Suite, including Photoshop and InDesign, WordPress, web design, social media and P2P fundraising tools

You Have:

- A shared commitment to Episcopal Relief & Development's mission, values, principles, philosophy and justice, equity, diversity and inclusion efforts
- A Bachelor's Degree or equivalent experience
- A minimum of three (3) years of volunteer recruitment, training and management
- A minimum of two (2) years of experience working within a faith-based or nonprofit context
- A minimum of three (3) years of public speaking and presentation experience
- A minimum of three (3) years of project management and logistics experience
- Experience with development of web, digital and social media content a plus
- The ability and willingness to travel approximately 30% of the time and work a varied schedule including evenings and weekends

Salary & Benefits:

- Annual salary range of \$75K-80K
- Competitive, comprehensive benefits package offered

How To Apply:

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

** Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer (EEO). All qualified applicants will receive consideration for employment without regard to 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 in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request accommodation at any time.