

## EPISCOPAL RELIEF & DEVELOPMENT

### JOB DESCRIPTION

**TITLE:** Vice President, Faith & Community Engagement

**REPORTS TO:** Chief External Relations Officer

**DEPARTMENT:** Faith & Community Engagement

**DIVISION:** External Relations

**LOCATION:** New York, NY or Remote USA

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** July 1, 2025

**PRIMARY FUNCTION/PURPOSE:** The Vice President of Faith & Community Engagement is a senior leadership role responsible for building and fostering relationships throughout The Episcopal Church and with communities, organizations, and leaders from various denominations and traditions. By fostering an expansive and diverse community of values-aligned partners, the Vice President and Faith Relations team will increase engagement with Episcopal Relief & Development and sustainably grow its financial base, thereby deepening its worldwide impact.

Reporting directly to the Chief External Relations Officer, the Vice President of Faith & Community Engagement is a constituent member of the External Relations senior leadership team alongside the Vice President for Marketing and Communications and the Vice President for Advancement.

Beyond External Relations, the Vice President works closely with the President & CEO and serves as a key cross-departmental representative for faith-based efforts.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

#### **Strategic Leadership:**

- Lead the development and execution of the organization's faith relations strategy to expand and strengthen relationships with faith-based communities.
- Collaborate with senior leadership to integrate faith and community engagement into the organization's goals and objectives.
- Provide leadership and direction to the faith relations team, ensuring alignment with organizational values and priorities.
- Serve as a key partner and advisor to the President & CEO and others in the C-Suite and Senior Leadership Team level.

**Fundraising and Partnerships:**

- Lead strategy for faith-related fundraising, including annual giving development plans for congregations, major church gifts, church-wide campaigns, and faith-based foundation proposals.
- Personally cultivate, solicit, and steward a portfolio of donors.
- Track and analyze faith-based giving data in the CRM, utilizing it for strategic decision-making.
- Identify opportunities for collaboration with faith-based organizations and networks to support fundraising efforts and initiatives.
- Build and maintain relationships with donor churches and potential institutional funders within The Episcopal Church and beyond.
- Collaborate with the Advancement team in developing strategies to secure financial support for the organization's mission.
- Collaborate with the Marketing and Communications team to connect "the person in the pew" with Episcopal Relief & Development, increasing engagement that leads to financial support.

**Research & Insights:**

- Stay informed on trends, challenges, and opportunities within faith-based communities, the religious sector, and The Episcopal Church specifically.
- Research religious practices, beliefs, and issues to strengthen the organization's faith engagement efforts.
- Provide strategic insights on how varied religious communities can support the organization's goals.

**Program Development & Execution:**

- Lead the strategy for developing a comprehensive volunteer ("change agents") program at Episcopal Relief & Development.
- Oversee faith engagement programs, events, and initiatives that align with the organization's mission and priorities.
- Oversee the development of content, resources, and educational materials for faith communities to engage with the organization.

**Communication & Outreach:**

- Serve as a spokesperson for the organization in faith-based contexts, promoting its mission and values.
- Develop effective communication strategies to reach faith communities, ensuring that messaging is tailored and impactful.
- Write speeches, presentations, and other materials for various engagements.
- Oversee communications to keep faith partners informed and engaged.
- Identify and assist in securing strategic speaking and preaching engagements for the President & CEO.
- Serve as a liaison between The Episcopal Church's leadership, including but not limited to bishops, and the organization.

- Build and strengthen relationships with bishops and their staff, particularly those in key dioceses.
- In partnership with the Faith & Community Engagement team and Marketing and Communications, ensure an effective strategy and implementation for The Episcopal Church's General Convention and other key conferences.

### **Operations**

- Develop/manage the team budget.
- Effectively select and deploy vendors for strategic projects.
- Ensure that all faith-related entities organization-wide are integrated into the CRM, managed, updated as needed, reported on, and utilized for decision.
- In partnership with the Chief External Relations Officer and other Vice Presidents in External Relations, effectively develop annual plans, targets and KPIs, and individual team member goals.

Perform other duties as assigned.

### **SUPERVISORY REQUIREMENTS:**

- Motivate, manage and mentor a four-person team.
- Engagement and oversight of vendors, consultants and internal working groups as required

### **EDUCATION:**

- Bachelor's degree and/or equivalent experience required.
- An Advanced degree in theology, religious studies, or a related field is preferred, but will be weighed against practical experience in the same areas.
- Professional credentials in the area of fundraising or marketing are a plus.

### **EXPERIENCE:**

- A minimum of seven (7) to ten (10) years of progressive community engagement, marketing and fundraising experience.
- A minimum of six (6) years of direct supervisory experience.
- Proven experience in leadership, relationship-building, and strategic planning.
- Proven experience in and appreciation for fundraising in the faith sector.
- Experience with volunteer development, and/or marketing and public relations.
- Experience in interfaith and ecumenical entities is a plus.

### **RELATED SKILLS:**

- A deep understanding of diverse religious traditions and faith-based organizations, most principally with The Episcopal Church.
- Strong communication, public speaking, and interpersonal skills.
- Ability to engage with sensitivity and respect with leaders and communities from different backgrounds and belief systems.
- A track record of working with faith-based networks, nonprofits, or similar organizations.

- Strong project management skills and the ability to lead initiatives with multiple stakeholders.
- Management experience with teams.
- A growth mindset and entrepreneurial energy.
- Strong personal commitment to the mission and vision of Episcopal Relief & Development.

**OTHER REQUIREMENTS:**

- May be required to work long hours and a varied schedule, including evenings and weekends.
- Willingness to travel domestically and internationally; estimated time 30% domestically; one trip per year estimated international travel.

**SALARY & BENEFITS:**

**Annual salary range of \$190,000-\$195,000 Per year**

Competitive, comprehensive benefits package offered

**How To Apply:** Email resume and cover letter to [careers@episcopalrelief.org](mailto:careers@episcopalrelief.org) with the subject line "VP, Faith and Community Engagement " For more information, visit our website at [www.episcopalrelief.org](http://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.

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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.*

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee:\_\_\_\_\_ Date:\_\_\_\_\_

