

Job Title: Executive Director

Name of Church or Organization: The Episcopal Evangelism Society (EES)

Address: This person will work remotely

Job Description:

The Episcopal Evangelism Society (EES) is seeking an Executive Director to manage and execute the work of EES, to promote Episcopal evangelism in the 21st century through grants that help leaders-in-formation develop the evangelism dimension of their vocation.

Essential Job Functions and Primary Responsibilities:

Manage all aspects of the EES grants program, including promotion of program, and coaching applicants from inquiry through implementation and reporting of project.

Plan and implement the communications function of EES, including the semi-annual newsletter and digital media publicity.

Coordinate the financial management function of EES, including preparing the budget, supervising the contract accountant and supporting the Finance & Investment Committee of the Board of Directors.

Represent EES in the church-wide conversation about evangelism, attending the triennial General Convention of the Episcopal Church and other relevant conferences.

Plan and implement semi-annual meetings of the Board of Directors, including virtual and in-person meetings.

Lead and guide EES in ongoing diversity, equity, and inclusion work.

Our Next Executive Director Will:

Be a faithful, active Episcopalian who is knowledgeable, passionate, and articulate about the church.

Offer a vibrant and informed articulation of Episcopal evangelism in the contemporary context.

Be computer literate with knowledge of MS Office and demonstrated proficiency with social media.

Have excellent written and oral communication skills.

Be subject to background check.

Required Minimum Education and Experience:

Bachelor's degree required

Experience in public speaking and building stakeholder groups

Personal Qualities:

Active and lively faith in Jesus Christ

Ability to view EES and the church through anti-racist lens, and a commitment to the work of Becoming Beloved Community

Ability to work flexible hours, including evenings and weekends

Ability to travel, both domestically and internationally

Self-motivated and able to creatively implement a vision; comfortable with autonomy

Excellent interpersonal skills and collaborative management style

Spanish language fluency highly preferred

Type of Commitment:

Full Time

Does this job pay?

Yes 75-80K range

Application Process:

To apply for this position, send resume, cover letter and contact information for three references to: Canon Sandy Milien, EESSearch23@gmail.com

Application Deadline: July 20, 2023

Link to the Job Posting: TBD

Website: <http://www.ees1862.org/>

Are you looking for an ordained person?

Either lay or ordained