

## EPISCOPAL DIOCESE OF CHICAGO

### POSITION DESCRIPTION

Position Title: Director of Networking

Department: The Bishop's Executive Team

#### Position Summary

This position reports directly to the Bishop as a member of the Bishop's Executive Team. Its primary responsibility is to assure effective Communications, Outreach, and Development by the Diocese so as to support and further the ministries of the Bishop and congregations of the Diocese. The Director of Networking oversees the Brand Building, Civic Affairs, Ecumenical Relations, Media Relations, Digital and Print Communications, and Fund Raising and Development functions of the Diocese and is principal supporter to the Bishop in his interface with the Anti-Racism Commission and the Peace and Justice Commission.

#### Key Responsibility Areas

- Develops and updates strategic plan for the Networking Department.
- Oversees Networking Department staff and budgets.
- Responsible for supervision of the following:
  - Brand Building – Builds awareness of and appreciation for the Episcopal Diocese of Chicago, its ministries and its unique qualities as a faith community, throughout the territory of the Diocese and in the wider world.
  - Civic Affairs – Promotes the mission and voice of the Diocese as expressed through the Bishop, congregations, and coalitions with regard to issues of social justice and Christian concern in the Chicagoland area and beyond.
  - Ecumenical Relations – Furthers cooperation with and visibility among area faith communities.
  - Media Relations – Ensures that diocesan priorities and events are communicated in a compelling manner in local media and beyond. Fosters relationships with journalist community.
  - Digital and Print Communications – Formulates message-driven communications strategies, and assures the quality of writing, editing, and graphics design to execute them effectively. Utilizes cutting edge communications vehicles to promote the interests of the Bishop and the Diocese.
  - Diocesan Outreach Initiatives – Utilizes the most effective means possible to insure the success of outreach initiatives like Nets for Life and Wells in Sudan
- Development – Provides strategy, leadership and direction for development activities, works with congregations to support effective capital initiatives, and promotes planned giving opportunities for the Diocese and its congregations.
- Encourages and fosters increases in communications and networking capabilities within and among the congregations of the Diocese.
- Participates in the shared ministry of the Bishop's Executive Team, offering counsel and support
- Accepts other responsibilities as may be assigned by the Bishop from time to time.

### Required Personal Qualities

- A preference for and the ability to function in a horizontal, team-oriented environment
- Excellent relationship-building skills
- Comfort operating at both the strategic level required for planning and the detailed level required for implementation
- Strong communication skills, written and oral
- A commitment to personal and professional growth
- A commitment to excellence

### Preferred Education and Experience

- Master's Degree in relevant field, with some experience; or Bachelor's Degree with minimum 8 years of experience in journalism, public relations, development and/or public affairs.
- Demonstrated excellence in organizational and public communications, digital and print.
- Demonstrated excellence in building effective partnerships with internal and external stakeholders and centers of influence.
- Savvy regarding social media channels and digital networking tools.
- Experience developing and implementing programs and budgets.
- Competency with standard office software.
- Knowledge of Episcopal Church and especially its ethos and polity is preferred.