



Mission Strategy Coordinator Episcopal Diocese of North Carolina

Purpose of position:

We seek a motivated project manager with excellent communication skills and the ability to encourage, coach and support the implementation of our diocesan mission strategy. A successful candidate will work with leaders across the diocese, including our bishops, staff, Mission Strategy Coordinating Committee (MSCC), congregations, Diocesan Council and other stakeholders. This position is primarily accountable to the assistant bishop. This is a 4-5 year time certain position.

About the mission strategy:

The [mission strategy of the Diocese of North Carolina](#) is a grassroots, organic plan that invites every member of the diocese to participate. The mission strategy is not a starting point; rather, it is built upon the work done throughout the diocese over the course of years. It is not a first step; it is our next step on our collective journey to Becoming Beloved Community. It is intended to further the implementation of the five mission priorities of the Diocese of North Carolina:

- [Racial Reckoning, Justice & Healing](#)
- [Congregational Vitality](#)
- [Collaboration & New Communities](#)
- [Formation](#)
- [Creation Care](#)

General responsibilities:

- Implements the infrastructure and process for the mission strategy, using the [infrastructure guidelines](#) established by the MSCC
- Serves as staff support to the MSCC
- Provides support as needed to other levels of mission strategy implementation
- Maintains the tracking spreadsheet for strategy progress and monitors progress
- Helps identify stalled strategies and barriers to implementation
- Monitors work being done for overlap and gaps
- Serves as troubleshooter and strategist when needed, is able to refer appropriately to the bishops, staff and MSCC for additional support
- Helps to oversee and integrate this work in partnership with current staff and their areas of responsibility
- Helps identify resource needs for strategy implementation and coordinates with appropriate diocesan staff and oversight committees to identify potential funding sources. Prepares or assists in the preparation of appropriate materials to obtain funding
- Provides reports to Diocesan Council, Standing Committee and the bishops on a scheduled basis, and at additional times as the need arises

Additional responsibilities:

- Serves as a member of the bishop's staff and undertakes additional duties as may be assigned
- In addition to reporting to the assistant bishop, this position participates in meetings of the wider staff and in the weekly meetings with bishops, canons and missionaries.
- Regular travel throughout the diocese is expected, both to visit sites and stakeholders, and to participate in appropriate diocesan, regional, convocation and congregational events. Mileage is reimbursed at the IRS rate.

The successful candidate will demonstrate:

- Strong skills in diplomacy and the ability to work well with others, as well as fostering collaborations and partnerships
- Sensitivity to and comfort with diversity
- Ability to motivate and encourage people
- Excellent communication and presentation skills
- Technological expertise, including spreadsheets, slide presentations and online meetings
- Grant writing and fundraising experience is not required, but would be helpful
- Strong skills in data management, including the ability to review and analyze
- Excellent organizational and follow-through skills
- Ability to understand and work with budgets and grant processes
- Proven ability to work independently and self-motivate for task completion
- Flexibility

Requirements:

- An undergraduate degree in a relevant field is required, a graduate degree is preferred.
- A minimum of 5 years of relevant work experience
- This position is open to both lay and ordained persons. Familiarity with the Episcopal Church and its polity, comfort with our theological orientation, and the desire to see this as a call and ministry is required. In addition, the successful candidate will be able to use theological language and reflection in their work.
- Must be willing to reside in the Diocese of North Carolina

Compensation and benefits:

- This position offers a cash salary of \$95,000 plus pension benefits, life insurance and also the option of health and dental insurance.

To apply:

- Send resume and cover letter to [Canon Catherine Massey](#); application deadline is November 15, 2022. If you are a member of the clergy, please include your OTM portfolio as well.