



# ST. PAUL'S

EPISCOPAL CHURCH

## **Job Opportunity: Communication Strategist/Coordinator (25% Fund Development Support)**

*Applications Close March 29, 2023 (or until position is filled)*

In the heart of downtown Richmond is St. Paul's Episcopal Church ([www.stpaulsrva.org](http://www.stpaulsrva.org)). Located just across the street from the Capitol Building, St. Paul's is dedicated to being a living example of Christ's call to prayer, justice, compassion, and reconciliation.

We are currently seeking a Communications Strategist/Coordinator (CSC) to help us tell our congregation's story, celebrating the work God is doing among us, with us, and through us. Working with our Rector, the CSC is an integral participant in our congregation's strategic planning and visioning. The CSC leads in the development and implementation of a practical communications plan that maximizes our connectivity, visibility, and presence, both inside the congregation and in a larger community.

The CSC manages and leads the entire day-to-day communications process along with the Print and Social Media Coordinator, Audio/ Visual Technician, and an assortment of external vendors. A talented generalist who is able to manage many simultaneous projects well and knows when to outsource will thrive in this position.

The CSC will also coordinate and support the stewardship and development activities and provide advice, assistance, and support to the staff and volunteers who partner to lead and execute our stewardship and development ministries.

### **Essential Responsibilities & Duties:**

#### **Administrative Leadership:**

- Works with the Rector, Print and Social Media Coordinator and external consultants to implement and manage on a day-to-day basis a master communications plan.
- Oversees the production of all the church's communications to ensure that they are consistent with the branding identity and mission of the church.
- Supervises and manages the person in charge of online worship production (AV Technician).
- Supervises and manages the Print and Social Media Coordinator.
- Develops and maintains connections to local media, serving as the primary media contact for St. Paul's and all church-related media events.
- Regularly maintains the church's website and social media accounts.
- Designs and oversees the placement of signage in the church building and on church grounds.

**Ministry Leadership:**

- Is regularly present at least two Sundays a month for worship and fellowship activities.
- Trains, equips, and empowers lay and ordained leaders on how to communicate their ministry's vision and programming.

**Stewardship/Fund Development Support:**

- Supports the efforts of our fund development team by crafting communications that encourage parishioners to explore and experience giving as a transforming spiritual journey encompassing all aspects of our lives. Including initiatives such as:
  - Annual Community Giving Campaign.
  - Relaunch of our planned giving/legacy society (St. Paul's Society)
  - Additional fundraising initiatives

**Other Skills and Abilities:**

- Well-organized, able to manage multiple deadlines, priorities, and connections. Be able to adapt and conform to shifting priorities and demands and execute accordingly with little supervision.
- Working knowledge of Microsoft Office Suite, Google Office Suite, Adobe Suite, WordPress, and Photoshop is required. Working knowledge of Realm/ACS and Monday or other online project management programs is a plus.
- Demonstrate the ability to pay close attention to detail with a commitment to follow-through is required.
- Development of forms, sign-ups, and managing of event registration.
- Ensure printed and branded materials and banners are regularly in stock.
- Maintain and support the databases used to track parishioner communications and development.
- Demonstrated ability to work in a leadership role within a team is required.
- Strong interpersonal skills, cooperative and collegial disposition are required.

**Qualifications:**

- A bachelor's degree (B.A./B.S.) in business, communications, or other field is desired; and five plus years related experience and/or training; or equivalent combination of Education and experience is required. Previous experience working in a nonprofit organization, church, or business environment is required.

**Salary Range:** Competitive compensation commensurate with experience, with the potential to grow with success and added responsibilities.

**Benefits:** Health insurance, paid time off, vacation, pension, holidays, and other full-time employee benefits as delineated in the employee handbook.

**To apply:** Please send a cover letter, resume, and three references to [personnel@stpaulsrva.org](mailto:personnel@stpaulsrva.org).