



## Episcopal Diocese of Massachusetts

138 Tremont Street Boston, Massachusetts 02111 • 617-482-5800 • [www.diomass.org](http://www.diomass.org)

**Job Title:** Canon for Communications, Witness, and Engagement

**Reports to:** Bishop Diocesan

### **Job Summary**

The Episcopal Diocese of Massachusetts, a network of 180 worshipping communities in Eastern Massachusetts, is seeking a new member of our executive team in the Office of the Bishop, The Rt. Rev. Julia E. Whitworth.

The Canon for Communications, Witness, and Engagement, a position open to lay persons and ordained clergy, provides a clear and compelling public voice for the strategic vision and prophetic witness of the Diocese of Massachusetts. This executive-team position serves as a key leader in fostering connection, identity, commitment, and justice within and beyond the diocese. By renewing our internal and external communications platforms, establishing a visible public presence for our Diocese consistent with our values, and cultivating strategic partnerships and development support, the Canon ensures that the diocese speaks with clarity, consistency, and courage—amplifying its mission and ministries in ways that reflect the Gospel of Jesus Christ and the values of the Episcopal tradition.

### **Essential Functions**

#### **Internal and External Communications**

- Develop and implement diocesan-wide communication strategies that amplify our shared mission as the Diocese of Massachusetts, grounded in the Gospel, tradition, and a commitment to justice, inclusion, and reconciliation.
- Evolve our internal communications platforms across the diocese to promote clarity, transparency, and connection among clergy, lay leaders, worshipping communities, and diocesan staff.
- Manage external communications—including public statements, media engagement, and digital outreach—with a voice that reflects the pastoral, prophetic, and welcoming spirit of the Diocese of Massachusetts.
- Support congregational communications ministry through the development of tools and resources that relieve burdens on worshipping communities and help promote Diocesan messaging.
- Craft compelling and mission-aligned content and campaigns for diverse platforms—such as the diocesan website, newsletters, social media, and print publications—highlighting the vibrant ministry of our worshipping communities, ministries, and community partners.
- Ensure consistency in messaging and visual identity across all communications, faithfully representing the values and strategic goals of the diocese as we witness to God’s love in the world.

#### **Social Witness and Networking**

- Identify and nurture strategic partnerships with faith-based organizations, community leaders, ecumenical and interfaith partners, and civic stakeholders to amplify our collective impact.

- Facilitate meaningful events and opportunities for worshipping communities and individuals to engage in faithful social witness, prophetic advocacy, and hands-on service that embody the love of Christ in the world.
- Develop and operate processes for discerning Diocesan participation in wider social witness movements.
- Play a major role in the planning and execution of the Annual Diocesan Convention, a key networking and messaging event of the year.

### **Development/Cultivation**

- Collaborate with contracted development staff to design and implement fundraising strategies that reflect our diocesan mission and theology of faithful stewardship and generosity.
- Develop compelling, values-driven communication materials that inspire generosity and clearly articulate the impact of giving on our shared ministries, outreach, and formation initiatives.
- Identify and pursue opportunities for growing our donor base and expanding philanthropic partnerships that align with our Gospel-centered vision of justice, inclusion, and reconciliation
- Oversee implementation of cultivation/solicitation strategies for major donors (institutional and individual).
- Partner closely with the Event Administrator to integrate development goals into diocesan events, creating meaningful moments of connection, gratitude, and community engagement.

### **General Responsibilities**

- Develop the budget for and handle all expenses for the Office of Communications, Witness, and Engagement.
- Regular engagement with both supervisor and direct reports to ensure communication and clarity around workflow prioritization.
- Arrange work schedule with supervisor to include four workdays onsite (including Tuesday and Wednesday) at the Diocesan Offices, along with remote work.
- Participate in training, meetings, proceedings, and activities of the diocesan staff as directed by supervisor.
- Adherence to all Diocesan policies and procedures.
- Other duties as assigned

### **Working Relationships**

This position reports to the Bishop Diocesan and will lead a team of existing and to-be-hired additional diocesan staff (including full time, part time, and contract roles) that support each of the Essential Functions.

### **Required Skill and Abilities**

- Proven experience in nonprofit communications strategies and implementation.
- Strong background in strategic brand management across digital and print platforms.
- Proven success in executing diverse fundraising strategies, including appeals, major gifts, grants, and events.
- Able to manage multiple projects and requests in a fast-paced non-profit environment.
- Requires strong interpersonal skills and excellent communication skills, both written and verbal.

- Commitment to Diversity, Equity, and Inclusion as a core priority of the Episcopal Diocese of Massachusetts. People of Color and members of historically marginalized communities are heartily encouraged to apply.

### **Core Competencies & Expectations**

All diocesan staff are expected to:

- Act with trustworthiness, transparency, and accountability.
- Communicate clearly, kindly, and effectively.
- Collaborate across difference with openness and respect.
- Approach challenges as proactive problem-solvers.
- Balance strategic thinking with responsiveness.
- Follow all Diocesan policies and procedures of the Bishop's Office.
- Serve both the Bishop's Office and our worshipping communities with dedication.
- Bring a spirit of hospitality, joy, and humor to their work.
- Utilize project management, communications, and staff management tools effectively.
- Exhibit a deep commitment to the principles of diversity, equity, inclusion, and justice.

### **Education and Experience**

- Bachelor's degree required.
- Minimum of 8 years of professional experience in non-profit communications with management experience and/or a master's degree in business, non-profit administration, or a comparable combination of experience and education.

### **Physical Requirements/Work Environment**

Prolonged periods of sitting at a desk and working on a computer.

Ability to travel to parishes and events in the Diocese.

Reasonable accommodation will be made for persons with disabilities.

### **Compensation**

The salary range for this position is \$135,000 to \$140,000 annually.

The Diocese provides a generous benefits package including:

- Employer-paid medical and vision insurance
- Employer contribution to a 403b retirement plan
- Employer-paid disability insurance
- 4 weeks of vacation

### **How to Apply**

To apply, please send both a cover letter and resume to [hr@diomass.org](mailto:hr@diomass.org) with the job title in the subject line.