



The Episcopal Diocese of New York

In-House Counsel Employment Opportunity

The Episcopal Diocese of New York (EDNY) is seeking an In-House Counsel to become a part of its senior team.

The EDNY encompasses over 170 parishes, chaplaincies, and schools in the boroughs of Manhattan, the Bronx, and Staten Island in New York City, as well as the New York counties of Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, and Westchester.

The EDNY offices are located on the grounds of the Cathedral of St. John the Divine, which is located next to the Columbia University campus in Manhattan.

Position Summary

The EDNY is seeking an attorney with seven or more years of experience for this new position. This position will report jointly to the Chief of Finance and Operations (CF&O) and to the Chancellor, who is the volunteer senior legal adviser to the Bishop of New York.

The successful candidate will be a generalist who has knowledge in some or all of the following legal areas: canon law, compliance, contracts, data privacy and security, employee benefits, human resources, immigration, internal audit, investments, litigation, nonprofit corporate governance, property tax, real estate, religious corporations, and risk management.

The successful candidate will also be familiar with – or will be able to learn rapidly about – the structure and polity of the EDNY and The Episcopal Church.

Position Type / Expected Hours of Work

This position is exempt and thus requires hours that may vary from week to week. This position requires an in-person presence at the EDNY offices. There are also evening and weekend meetings scheduled throughout the year in both in-person settings as well as on videoconference (e.g., Zoom, Teams).

Essential Functions

This position has the following essential functions:

- Work closely with the Chancellor to meet the legal needs of the EDNY and its staff.
- Serve as the initial point of contact for EDNY staff for legal matters.
- Manage the work of outside counsel, including reviewing legal invoices.

- Coordinate the work of volunteer Vice-Chancellors.
- Provide referrals of outside counsel to EDNY parishes and other organizations.
- Prepare for and attend regular EDNY Board of Trustee meetings and committee meetings.
- Prepare for and attend the annual EDNY Diocesan Convention.
- Coordinate the activities of the Guild of St. Ives, the network of Episcopal lawyers in the EDNY.
- Other duties as assigned.

Education and Experience

- J.D. degree or its equivalent.
- Member in good standing of the New York State Bar.
- Seven or more years of experience in practicing law.
- Strong analytical, communications, interpersonal, and research skills.

Salary Range

\$175K to \$195K per year, commensurate with experience, with benefits. The actual compensation offered will be based upon a number of factors including, but not limited to, the qualifications of the successful applicant, the years of relevant experience, the level of education attained, and certifications or other professional licenses.

Application

To apply for this position, submit your resume and cover letter to: applications@dioceseny.org. Place “In-House Counsel” in the subject line of your email.

* * *

The Episcopal Diocese of New York is an Equal Opportunity Employer

www.DioceseNY.org

The Episcopal Diocese of New York positions are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status, or any other characteristic protected by law. All are encouraged to apply.

Rev. 09.17.25