



Title: Director of Development & Communications

Reports to: The Bishop of New York

Classification: Exempt

Salary Range: \$120,000–\$150,000 plus generous benefits

Summary

This is a builder's role. The Diocese of New York is entering a season of renewal — expanding what is possible for our 190 communities, deepening our public voice, and investing boldly in the ministries that will define the next chapter of this Diocese. *Imagining a new financial model* is a Mission Priority.

The Director of Development & Communications will be the entrepreneurial force behind that work: a senior leader, reporting directly to the Bishop, charged with building new capacity for fund development and sharpening the Diocese's public voice at a moment when both are urgently needed.

This is not a caretaker role. The Director will design and launch new revenue infrastructure where none currently exists, build a donor base from the ground up, and give the Diocese a communications presence equal to the scale of its mission. The work spans the strategic and the operational — from architecture to execution — and will shape how the Diocese sustains its ministries, supports its congregations, and is known in New York and beyond.

The Director will bring deep respect for the Episcopal tradition and an unwavering commitment to inclusivity, compassion, and service to every aspect of this work. Approximately 20% of the role involves oversight and coordination with external communications and public relations vendors.

Essential Functions

Development: Building New Capacity for Mission

- Lead a step change in parish-level fundraising capacity: design and deploy new tools, templates, and frameworks — in partnership with outside consultants — that give clergy and congregations the technical assistance they need to build sustainable revenue beyond pledge and plate.
- Launch and scale a small-dollar online giving program rooted in public witness and values-driven causes, building a broad new donor base for the Diocese where one does not yet robustly exist.
- Treat the online donor pipeline as a growth engine for major gifts: identify donors surfaced through digital giving who have capacity for deeper investment, and move them toward sustained, mission-focused partnership being mindful of donor-parish relationships.
- Cultivate and steward major donor relationships in direct support of the Diocese's mission-focused initiatives, building a culture of generosity around bold, visible priorities.

- Build out grant-writing capacity in partnership with outside consultants and personally cultivate relationships with major foundations and institutional funders whose priorities align with the Diocese's own.
- Partner directly with the Bishop of New York to set fundraising priorities, define metrics that matter, and report regularly to senior leadership on progress against bold goals.

Communications: Internal Clarity, External Voice

- Deepen the Diocese's internal connective tissue by significantly increasing reach across all 190 congregations and diocesan communities, and by building segmented communications strategies tailored distinctly to clergy, lay leaders, and congregants.
- Establish the Diocese as a clear moral voice in New York and across the wider Episcopal Church — expanding external reach through a deliberate social media strategy and targeted, proactive outreach to traditional media.
- Tell the Diocese's story with craft and conviction: communicate mission priorities, values, and impact through compelling narrative and relationship-centered outreach that moves people to act.
- Oversee and coordinate with external communications and public relations vendors, ensuring every external touchpoint reflects the Diocese's voice with consistency and integrity.
- Build relationships with civic and community leaders, in partnership with diocesan leadership, that extend the Diocese's visibility and public influence.
- Lead community engagement initiatives that forge real connective strength between local congregations and external partners across the city and state.

Supervisory Responsibilities

- Supervise and develop direct reports, including a full-time communications coordinator and a special projects coordinator, building a high-performing team capable of executing at pace.
- Foster a culture of accountability, collaboration, and mission alignment across the bishop's staff.
- Partner with diocesan leaders and stakeholders to align fundraising and communications efforts with organizational priorities.

Position Type/Expected Hours of Work

This is a full-time position. This is not a remote position.

Required Education and Experience

- Bachelor's degree.
- Ten or more years of progressive experience in fundraising, development, or nonprofit leadership, with a demonstrated record of building new programs rather than simply maintaining existing ones.
- CFRE certification (Certified Fund-Raising Executive) is a plus.
- Experience working with diverse communities to build partnerships and foster collaboration.

Knowledge and Skills

- A builder's mindset: demonstrated success launching new fundraising programs, donor pipelines, or communications functions from early stages.
- Expertise in individual donor relations, stewardship, and major gift cultivation.
- Hands-on experience with online fundraising platforms and small-dollar donor acquisition strategy.
- Familiarity with grant writing and foundation relations, and the ability to manage outside consulting relationships effectively.
- Strong strategic planning and data-driven decision-making skills.
- Excellent written and verbal communication skills, with a demonstrated ability to craft compelling narratives for varied audiences.
- Experience designing internal communications strategy, including audience segmentation.
- Leadership and team management capability, with the ability to foster accountability and collaboration.
- Sensitivity to and respect for the Episcopal tradition and faith-based organizational culture.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.

Compensation

Salary range: \$120,000–\$150,000 annually, commensurate with experience and qualifications. The Diocese offers a competitive benefits package consistent with Episcopal Church pension and healthcare standards.

How to Apply

Please submit a resume and cover letter to Jobs@DioceseNY.org. Include "Director of Development & Communications" in the subject line.