



# The Episcopal Diocese of New York

**Role: Special Projects Coordinator**

**Role Focus: Advancement & Communications**

**Reports to: Chief Finance and Operations Officer, Canon to the Ordinary (until Director is hired)**

**Classification: Exempt**

**Salary Range: \$70,000-\$80,000**

**Status: New - 8.27.2026**

## **About The Diocese:**

The Episcopal Diocese of New York encompasses 190 congregations, chaplaincies, and schools in Manhattan, the Bronx, and Staten Island, and in the New York counties of Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, and Westchester. The Diocese is committed to renewing our churches and to participating in the healing of the world.

## **Position Summary & Mission Support:**

The Special Projects Coordinator provides dedicated administrative and project coordination support to a department or area on the Diocesan staff, often with a crossover lane into another area or department for back-up or special projects as assigned. The role requires strong organizational and project management skills, careful attention to detail, comfort with confidential and sensitive information, and the ability to manage multiple concurrent workstreams with a high degree of independence.

## **About the Special Projects Coordinator Cohort:**

This position is part of the Diocesan Special Projects Coordinator Cohort — a team of four experienced professionals who collectively support the Diocese's major departments: Program, Operations, Development & Communications, and Bishop Direct Support. Each coordinator is rooted in a primary department yet connected by a shared commitment to organizational capacity and collaboration. Coordinators meet regularly, support one another during peak periods, and contribute to shared initiatives. The cohort model reflects the Diocese's approach to building flexible, mission-aligned administrative infrastructure — and offers coordinators meaningful collegial relationships and a broader view of diocesan life than a purely siloed role would provide. This team model is actively developing and may continue to evolve.

## **Overview of Essential Functions:**

- Serves as the primary administrative coordinator for the department, supporting the Diocese leadership and cross-functional teams.
- Project management, including timelines and workflows, ensuring cross-functional communication and collaboration and timely execution of deliverables.

- Providing logistical and administrative support to the team, including scheduling, correspondence, and document management.
- Assisting with events, cultivation activities, mailings, and communications.

#### **Cohort & Cross-Departmental Collaboration:**

As a member of the Special Projects Coordinator Cohort, participates in shared diocesan initiatives and provides peer support across the team:

- Collaborating with other coordinators on cross-departmental projects as assigned by diocesan leadership
- Providing backup administrative support to other departments during peak periods or transitions
- Participating in regular cohort coordination to align shared priorities and organizational capacity
- Contributing to shared practices such as database entry and management as the Diocese's systems mature post-launch

#### **Working Relationships**

The Special Projects Coordinator reports to the Director of Advancement and Communications and collaborates for assigned crossover projects with other departments. The role collaborates regularly with the Special Projects Coordinator Cohort — including coordinators supporting the Program division, the Operations division, and Bishop Direct Support — on shared initiatives and cross-departmental work. The position interacts with diocesan staff, clergy, donors, vendors, and external partners in a manner consistent with the Diocese's values and mission.

#### **Supervisory Responsibilities:**

This focuses on a collaborative group and does not have supervisory responsibilities.

#### **Position Type/Expected Hours of Work:**

This is a full-time on-site position.

#### **Required Education and Experience:**

- 3–5 years of experience in administrative coordination, project management, or a closely related field
- Demonstrated experience as a system administrator with CRM systems like Salesforce or comparable data management platforms.
- Exceptional organizational skills and attention to detail, with the ability to manage multiple concurrent priorities
- Strong written and verbal communication skills, with a professional and relationship-oriented approach
- High degree of discretion in handling sensitive and confidential information
- Proficiency in Microsoft Office Suite and comfort with learning new systems and platforms
- Ability to work independently, exercise sound judgment, and take initiative
- Experience in a nonprofit, religious organization, or mission-driven institutional setting
- Familiarity with diocesan or church structures and culture

- Background in nonprofit development, fundraising, or donor relations
- Experience with communications coordination or project workflow management
- Familiarity with database implementation or data management projects
- Experience supporting legal, compliance, or operations functions

#### **Knowledge and Skills:**

- Experience in a nonprofit, religious organization, or mission-driven institutional setting
- Familiarity with diocesan or church structures and culture
- Background in nonprofit development, fundraising, or donor relations
- Experience with communications coordination or project workflow management
- Familiarity with database implementation or data management projects
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#### **Essential Functions:**

- Supports the administrative, data and communication needs of a department seeking and developing new funding relationships.
  - Build and maintain list of potential donors, including background research into their potential.
  - Manage introductory invitations and follow up communications, including thank you letters and gifts.
- Provide administrative support to the team managing the website and weekly EDNY emails, including uploading and organizing photographs and videos and other relevant documents.
  - Manage and maintain the distribution lists for all forms of Diocesan wide communications— Constant Contact, Microsoft and Google lists.
  - Coordinate with the Social Media lead as needed.
- Serves as a Salesforce System Administrator in collaboration with other members of the SPC Cohort.
  - User & Access Management: Manage users, licenses, permissions, roles, and security.
  - Data Management: Maintain data quality, imports, duplicates, data standards, and ongoing cleanup.
  - Reporting: Create and maintain reports, dashboards, and organizational analytics.
  - User Support: Troubleshoot issues and serve as the primary Salesforce resource for staff.
  - Training & Adoption: Train users, develop documentation, and promote effective Salesforce use.
  - System Maintenance: Monitor system health, releases, storage, automation, and backups.

#### **Other Duties:**

This job description provides an overview of the primary responsibilities and essential functions of the role. It is not an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Responsibilities, duties, and activities may be subject to change at any time, with or without notice, to meet the evolving needs of the organization.

**To apply please send your resume and cover letter to: [jobs@dioceseny.org](mailto:jobs@dioceseny.org).  
In the subject line please write: Special Projects Coordinator.**