

# **The Episcopal Diocese of the Great Lakes**

## **Executive Officer Position Description**

### **Introduction**

The Episcopal Diocese of the Great Lakes was formed in Oct. 2024 via a juncture between The Episcopal Dioceses of Eastern and Western Michigan. While every effort has been made to describe the position as fully as possible, we expect that changes will occur in the duties for this position as we continue the work of juncture and live into becoming the Episcopal Diocese of the Great Lakes.

Our current Assisting Bishop will retire Jan. 31, 2025. We are in an active search for an Assisting or Provisional Bishop, and the Standing Committee of the Diocese is the Ecclesiastical authority at present.

This position is an interim position with a term of one to two years, with a possibility of becoming permanent once a Bishop Diocesan is elected (expected in 2027). The Executive Officer will report directly to the Standing Committee, via the President of the Standing Committee or her/his designee.

We seek seasoned, executive-level candidates, with significant experience in managing change in large organizations, and who will creatively approach and embrace the excitement, possibilities, and challenges of this work.

### **Position Summary**

The Executive Officer is responsible for overseeing the day-to-day operations of the Diocese, and supporting the work of a staff of 19, working closely with the Bishop/Ecclesiastical Authority and the leadership of the Diocese. In the absence of a Bishop, the Executive Officer may provide a pastoral presence to staff. It is expected that the Executive Officer will serve as supply clergy throughout the Diocese, as the need arises.

This position directly supervises the following staff:

- 3 Regional Canons (FT, all clergy) in the Northern, Central, & Southern Collaboratives
  - Canon for Northern Collaborative supervises
    - Lily Grant Program Manager (FT)
- Diocesan Office Administrator (FT)
  - DOA supervises
    - Administrative Assistant (PT)

- Director of Communications (FT)
  - DOC supervises
    - Communications Assistant (PT)
- Director of Children, Youth, & Young Adult Formation & Executive Director of Camp Chickagami (FT)
  - DOCYYA supervises
    - 3 Youth Missioners (all PT) in the Northern, Central, & Southern Collaboratives
- CFO & Benefits Administrator (FT)
  - CFO supervises
    - Bookkeeper (PT)
    - Finance Assistant (PT)
- Assistant to the Bishop (FT)
- Ministry Developer, Au Sauble Inclusion Center (FT, clergy)
- 2 Chaplains for retired clergy (PT, both clergy)

The Executive Officer will ensure that the Diocesan staff is equipped and accountable to be resources to the people of God in the Episcopal Diocese of the Great Lakes:

- Collaborative Leader: Promotes and generates cooperation to achieve a collective outcome; is looked to for direction in a crisis; fully participates in creating a unified team that gets results. Ensures the completion of annual performance reviews for all Diocesan staff.
- Change Management Leader: Proven track record in the effective implementation of organizational changes with a deep understanding of change management principles and tools; develops and implements plans that maximize stakeholder adoption while remaining sensitive and responsive to areas of resistance.
- Problem Solving/Analysis: Solves difficult problems with effective solutions; promotes the value of asking questions and sharing insights; recognizes and identifies underlying or hidden problems and

patterns; leverages learnings to strengthen others.

- Ethics and Values: Adheres to an appropriate and effective set of core values and beliefs during both successful and challenging times; acts in line with those values and coaches accordingly.

2

This position requires on-site, in-person work at two Diocesan office sites (Grand Rapids and Saginaw). Some remote work will be required. Travel throughout the Diocese and attendance at Diocesan events and Convention is expected. In consultation with the Bishop/Ecclesiastical Authority, may be assigned to serve on various Diocesan committees and commissions.

The ideal candidate will have:

- Been an ordained priest in the Episcopal Church for a minimum of five years.
- Master's degree preferred.
- Familiarity with the structure and network of The Episcopal Church, including its Constitution and Canons; and the ability to become familiar with the Constitution and Canons of the Episcopal Diocese of the Great Lakes within six months of date-of-hire.
- A minimum of five years of senior/executive leadership experience.
- Strong interpersonal, persuasive, written and oral communication skills.
- Excellent facilitation skills and ability to lead effective meetings and facilitate group processes.
- Demonstrated ability to think and plan strategically with regard to the organization's mission and vision.
- Proven ability to remain objective, discrete and exercise common sense.
- Ability to develop strong, trusting relationships within the staff and leadership broadly distributed across the Church.
- Experience overseeing financial management and budgeting.
- Strong analytical and problem-solving abilities, including the capacity to identify and address potential concerns before they escalate into problems.
- Ability to manage multiple priorities and deadlines while maintaining a positive outlook and sense of humor.
- Excellence in relationship management and building an inclusive culture by meeting people where they are.
- Strategic thinking and decision-making capabilities that empower others to take action.
- Demonstrated coaching mentality with the ability to guide others in solving their own challenges, and meeting their own goals and objectives.
- Proven ability to embrace and effectively implement organizational change while bringing others along.

The ideal candidate is:

- A strong leader with the ability to have thoughtful conversations and provide constructive yet empathetic feedback.
- A confidant who is able to work with the Bishop/Ecclesiastical Authority and others regarding confidential personnel and pastoral matters.
- A competent mediator with emotional intelligence, skilled in resolving conflicts and moving people to reconciliation and responsibility.
- A bridge builder between traditional and emerging Church realities.
- Thrives in a dynamic environment and is able to work on various projects simultaneously, requiring strong organizational and time management skills.

### **Compensation**

The salary range for this position is \$105K - \$115K

Medical, dental, vision benefits

Retirement plan

Life Insurance and Disability Coverage

Paid Time Off

Professional development opportunities

