

The Director of Communications and Development is responsible for managing the public relations work and fundraising efforts of the National Council of Churches of Christ in the USA (NCC). This position will be located in the NCC's Washington D.C. offices.

Since its founding in 1950, the National Council of the Churches of Christ in the USA has been a leading force for ecumenical cooperation among Christians in the United States. The 38 NCC member communions — from a wide spectrum of Protestant, Anglican, Orthodox, Evangelical, historic African American and Living Peace churches — include 45 million persons in more than 100,000 local congregations in communities across the nation.

Essential Functions

The Director of Communications and Development will:

- Manage the Council's public relations, brand and reputation, create and distribute press releases, action alerts, and marketing campaigns.
- Play a key and essential role in the creation of the Council's public statements.
- Produce and edit an electronic newsletter and lead NCC's social media efforts.
- Maintain contact with communications staff of NCC member communions and partners and strategize with them on matters of mutual interest and concern.
- Work closely with and regularly meet with the Council's Communications Committee to develop communications strategies and execute programs to deliver communications objectives throughout the organization.
- Build NCC's development and fundraising program, including creating an annual development plan that outlines outreach to diverse funding sources.
- Work closely with and regularly meet with the Development Committee to implement the Council's development plan and provide creative leadership regarding fundraising opportunities and objectives.
- Maintain contact with and develop strategic relationships with members of the secular and religious media to ensure the NCC has a high public profile.
- Maintain the NCC's website and databases, ensure it is regularly updated and remains up to date technologically as well as create rich and creative content that is optimized for search engines.
- Be familiar with the NCC's public policy positions and those of its member communions and represent the Council as directed.
- Assist in the preparation of the Council's Christian Unity Gathering (CUG) including in preparing the program agenda, generating stories and media coverage, handling audio/visual needs and assisting with the logistics of the CUG.
- Ensure the Council's communications ministry is carried out with sensitivity to gender, racial, economic, disability and intergenerational lenses.
- Equip, train and resource regional and local faith-based organizations related to the Council's mission and priorities.
- Undertake other projects/work/functions that may be assigned.
- This position reports to the Chief Operating Officer (immediate supervisor) and President/General Secretary (head of NCC staff).

Essential Qualifications

- Degree in journalism, communications, or related field required.
- Demonstrated experience in managing a comprehensive strategic communications and media relations program to advance an organization's mission and goals.
- Strong media relations skills desired.
- Superior oral and written communications skills.
- Knowledge of website design platforms, including WordPress.
- Previous website management experience.
- Experience working with Neon or other CRM systems is preferred.
- Training in theology and ecumenism is preferred.
- Demonstrated track record in development and fundraising is desired.
- Passion for and experience in ecumenism and the work of the National Council of Churches.
- A track record of collaborative leadership and team building within complex religious organizations.
- A self-starter with project management skills, who is able to manage multiple projects simultaneously.
- Integrity and an ability to establish and maintain trust amongst diverse constituencies and team members, and an ability to engage with proficiency with others in various leadership positions.
- Creativity, forward thinking, and technological savvy.
- Familiarity with the public policy positions of the NCC and member communions.
- A record of and ability to infuse race, gender, and economic equality with sensitivity to disability and intergenerational concerns, throughout the organization and its work in tangible, efficient and creative ways.
- Ability to manage and oversee a budget.
- Significant familiarity with community organizing techniques.
- Ability to make timely, intelligent decisions and take action after considering options and available information.
- Membership in an NCC member communion preferred.

Salary and Benefits

Annual salary of \$85,000 and 9% pension benefits, 22 days of paid vacation, and a significant health care insurance subsidy.

Procedure and Deadline

Send a cover letter and resume via email by July 24, 2020 to:

Rev. Dr. Leslie Copeland-Tune
Chief Operating Officer
National Council of Churches USA
lct@natcc.us