

Saint Mark's Episcopal Cathedral, Seattle, WA

Cathedral Director of Communications

Saint Mark's Cathedral is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all employees.

All qualified applicants are encouraged to apply.

Position Title:	Cathedral Director of Communications
Status:	Full-time
FLSA Classification:	Exempt
Areas of Responsibility:	Internal and external communications, ensuring consistent messaging that aligns with mission, vision, and brand
Reporting Relationship:	Canon Vicar
Supervising Staff Relationships:	Communications Assistant
Salary Range:	\$82,321-\$101,920

Position Summary

The Cathedral Director of Communications is responsible for the overall communications and messaging of the Cathedral and for timely content creation across various channels (digital and print) - cultivating a sense of belonging among parishioners and the broader community through effective storytelling and consistent brand identity. As a key member of the Cathedral Staff, the Director of Communications will work closely with the Dean, senior leadership, vestry leaders, ministry leaders and other stakeholders in the cathedral community in all its expressions.

The Director position is designed to be full-time and on-site, although proposals for creative alternatives are welcome. This position is scheduled to work during normal office hours, Monday through Friday. It may also include some work on evenings, weekends, and holidays, in conjunction with special events or to meet certain project deadlines.

Health and dental insurance, pension, and a robust array of paid leave benefits are provided according to cathedral policy. Nominations, applications, and questions of any kind may be directed to the Canon Vicar until the position is filled. A complete application packet will include a cover letter, resume, and a list of three references. Appointment will be contingent upon completion of background screening and successful completion of training in the prevention of child sexual abuse as required by the Episcopal Church.

Responsibilities

The Director of Communications will share the story of Saint Mark's to help reach our missional goals. We prioritize effective collaboration, excellent relational skills, proactive planning, and superior resource management. We seek a candidate with commitment to the Cathedral's mission and the ability to articulate it.

Essential Responsibilities include, but are not limited to:

- **Message Development and Planning**
 - Work with the Dean, staff, and ministry leaders to support their communication needs and ensure their messaging is aligned with the Cathedral's mission, vision, and brand identity.
 - Maintain editorial calendar for special projects, deliverables, and deadlines.
 - Research and track effectiveness of communications tools (e.g. web visits, social media reach, newsletter engagement) and respond to emerging trends.
 - Develop overall communications strategy - incorporating website, newsletter, print and digital publications, and special projects - in partnership with the Dean and senior leadership.
 - In coordination with the Dean and Canon Vicar, serve as point of contact for external media inquiries.
- **Content Creation**
 - Write and produce accessible and inclusive content for both print and web formats including the Cathedral's website, social media platforms, brochures, mailings, posters, signage, press releases, and newsletters.
 - Serve as editor for the annual report, ministry directory, and *Rubric* magazine.
 - Offer graphic design expertise and assistance to various development initiatives (e.g. annual stewardship campaign, planned giving, capital campaign, grant applications).
 - Design and work with third-party print vendors to create outsourced communications and promotional collateral when needed.
 - Create and publish weekly, seasonal, and special materials in support of the community's life.
 - Create and edit photographs, videos, and recordings of events as needed in collaboration with Cathedral Photographer and Livestream Coordinator.
 - Assist Cathedral Worship Leaders as needed with developing service leaflets, special programs, and program layouts, and provide cross-coverage in the Worship Coordinator's absence.
- **Digital Management**
 - Monitor, respond to, and enhance the Cathedral's social media and online presence in collaboration with key volunteers.
 - Organize and manage digital assets, including documents, photos, and videos.
- **Financial Stewardship**
 - Manage Communications expenses within the framework of approved budgets.
 - Perform other tasks as assigned by the Dean or Canon Vicar related to communications.

Other Skills and Abilities:

- Excellent written and verbal communication, editing, graphic design, and interpersonal skills are essential.
- Ability to adapt and conform to shifting priorities and demands and execute accordingly.
- Technical proficiency in Microsoft Office, Adobe Creative Suite, Canva, WordPress, Constant Contact, Wufoo, Survey Monkey, and various cloud storage and file synchronization services (SharePoint/OneDrive, Google docs, Dropbox).
- Working knowledge of social media management.
- Keen awareness of the importance of design and visual details.
- Demonstrated commitment to high professional ethical standards and a diverse workplace.

Supervisory Responsibilities: The Communications Director supervises and collaborates closely with the part-time Communications Assistant, who assists with various aspects of implementing Cathedral communications, including the following duties:

- Regularly edit and update the Saint Mark's website, which includes over 50 primary pages, an event calendar, and significant detail.
- Draft and circulate the weekly email newsletter.
- Assist in creation of annual report, ministry directory, and special projects as needed.
- Create and manage online event registration and ticketing.
- Assist in maintaining branding and visual identity.
- Other responsibilities as assigned by the Communications Director.

Minimum Educational/Training Qualifications:

- Some college-level education in field related to the scope of this work or commensurate job experience. Bachelor's degree in communications, marketing, public relations, or a related field preferred.
- At least 3 years of experience in a non-profit or similar workplace.
- Experience with developing and applying accessibility standards and inclusive language across various communication formats.
- Satisfactory completion of Safe Church abuse prevention training and background screening.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Regularly	Frequently	Occasionally
Sitting	X		
Standing	X		
Walking	X		
Climbing/balancing	X		

Lifting 25 or more pounds		X
Reaching—with arms and hands	X	
Stooping/kneeling/crouching/crawling	X	
Talking	X	
Hearing	X	
Vision—close, peripheral, depth, ability to adjust/focus	X	
Other:		

For more information, or to apply, submit cover letter, resume, and a list of three references via email to egriffin@saintmarks.org or by mail:

The Rev. Canon Emily Griffin
Saint Mark's Episcopal Cathedral
1245 10th Avenue East
Seattle, Washington, 98102

Disclaimer:

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.