



THE EPISCOPAL DIOCESE OF IOWA

Position Title: Canon for Administration

Reports To: Bishop Diocesan

Supervises: Missioner for Finance

Status: Full-time Exempt

About the Diocese of Iowa

The Episcopal Diocese of Iowa comprises 53 congregations reaching all corners of the state. Guided by the diocesan-wide purpose “to be a strong and effective witness to the Gospel of Jesus Christ in the state of Iowa,” the ministry of the diocesan staff seeks to empower their members by supporting clergy and lay leadership, strengthening congregations, and deepening connection to God. The staff is structured to provide support for all types of congregations in their own context as well as promote the mission on behalf of its people.

About the Position

The Canon for Administration maintains a dual role on the diocesan staff: providing consistent leadership over varying areas of internal office and staff function as well as supporting the broader diocese with administrative resources for their own context. Areas of oversight include communications, human resources, evangelism, and property with support provided to finance. The Canon serves on the senior leadership team, collaborating with the Bishop and the Canon to the Ordinary in leading both the diocese and the diocesan staff.

Key Responsibilities

Communications and Evangelism

- Serve as the architect for communications of the diocese, working both collaboratively and instructively with the virtual admin support to implement the communications needs and vision.
- Be primary editor for all communications.
- Seek out stories and storytellers to broadly promote the Good News in the diocese.
- Serve as a resource to congregations for communications needs.
- Manage primary diocesan events including clergy conference, clergy retreat, diocesan convention, and others as needed.
- Proactively identify opportunities for the diocese to give voice and action.

Human Resources

- Serve as primary human resources contact for non-benefits related needs including but not limited to employee relations, training/retreats, onboarding to diocesan systems, etc.
- Maintain policies and procedures of the diocesan staff, ensuring both knowledge and adherence.

Property

- Maintain responsibility for oversight of the Mills House property and all necessary functions and maintenance.
- Manage staff and office IT, subscriptions, and software
- Oversee the Revolving Fund (property).

Finance

- Oversee and support the Missioner for Finance in all aspects of their work and engagement in the broader diocesan system.
- Collaborate with Missioner for Finance in oversight of all invested funds, including internally designated funds.
- Share in budget process responsibility with the senior leadership team.
- Support the completion of the diocesan parochial report

Diocesan and Churchwide Engagement

The Canon for Administration works closely with the Bishop Diocesan and the Canon to the Ordinary as the senior team. The Canon provides support and oversight to their direct reports. This role is the staff liaison to the Stewardship Commission and one of the staff liaisons to the Evangelism Commission. In addition to these relationships, this position shares an important role in communicating their primary work and that of the diocesan staff to the broader diocesan community.

The Canon may be asked to represent the Bishop in additional ways, including engaging in the broader Episcopal Church structure, potentially serving on church-wide committees or boards.

Work Environment

The position is flexible as to in-person work and remote work, with the understanding that close coordination with the Missioner for Finance is required either way. As a new position to the diocese, the Canon will need to be able to be in-person at the diocesan office (Mills House, 225 37th St., Des Moines) on a regular basis, to be established in collaboration with the Bishop Diocesan. The role will occasionally require availability for evening meetings, weekend events, and travel. Comp time is provided.

Education and Experience

- Minimum 5 years' experience in administrative role and/or related to communications, human resources, technology/IT, finance, event management, or operations
- Knowledge of Episcopal polity, structure, and theology (or willingness to learn)
- Experience working or volunteering in a church setting
- Previous supervisory experience preferred
- Bachelor's degree

Compensation

This is a full-time position that is benefit eligible. The full compensation package will be commensurate with education and experience. The anticipated salary range is \$65,000-75,000. Benefits include pension and health, disability, and life insurance.

The Episcopal Diocese of Iowa values diversity of culture and thought. We seek talented, qualified employees regardless of race, gender, national origin, religion, sexual orientation, disability, age, gender identity and expression, or any other protected classification under Federal, State or Municipal law as well as the Canons of the Episcopal Church and resolutions of the Episcopal Church General Convention.

To apply: Send a cover letter, resume, Vocation Hub Portfolio (if you have one) to officeofthebishop@iowaepiscopal.org