THE EPISCOPAL DIOCESE OF VIRGINIA

Chief of Staff and Secretary of Convention

Job Posting

THE OPPORTUNITY

The Episcopal Diocese of Virginia seeks an accomplished, collaborative leader to serve as its next Chief of Staff and Secretary of Convention. This is an important opportunity to combine professional leadership experience with a commitment to the mission and values of the Episcopal Church.

Serving as a trusted advisor to the Bishop of the Diocese of Virginia and a key member of the Diocesan Leadership Team, the Chief of Staff and Secretary provides leadership for the staff of the Diocesan office, supports effective governance, and oversees the planning and execution of the Annual Diocesan Convention.

The successful candidate will be a thoughtful and effective leader who builds strong relationships, fosters a positive and collaborative workplace, and helps ensure that diocesan operations support the mission and vitality of Episcopal congregations and ministries throughout the Diocese.

THE DIOCESE OF VIRGINIA

Love Jesus. Embody justice. Be disciples. The Diocese of Virginia is a faith community made up of more than 68,000 baptized members in 171 congregations spanning from Northern Virginia to the James River, from the Shenandoah Valley to the Chesapeake Bay. It is a community of disciples who love Jesus, are transformed by a faith lived out in daily life and are committed to racial justice and reconciling all people with God and one another. The Episcopal Church is an inclusive faith that welcomes everyone to join in the journey in Christ. The central office of the Episcopal Diocese of Virginia is in Richmond, VA and serves as the administrative, spiritual, strategic, and operational center for one of the largest dioceses in the Episcopal Church. The office supports congregations, clergy, lay leaders, ministries, and affiliated institutions. The primary purpose is to strengthen the mission and vitality of the Episcopal Church throughout the Diocese by providing leadership, resources, coordination, and oversight to its congregations and ministries. For more information, please visit the website.

PRIMARY RESPONSIBILITIES

The scope of responsibilities is broad. Important areas include:

- **Governance Oversight**: Ensure compliance with diocesan canonical requirements, maintain official records, and support effective governance and relationships among diocesan leadership, the Bishop's Office, and related organizations.
- **Diocesan Convention Leadership**: Oversee the planning and execution of the annual Diocesan Convention, serve as Secretary of the Convention, and coordinate records and matters related to the General Convention.
- **Strategic Leadership**: Serve as a trusted advisor to the Bishop of the Episcopal Diocese of Virginia and as an active member of the diocesan Leadership Team, contributing to organizational priorities, effective decision-making, and the coordination of diocesan operations.
- **Staff Leadership and Development**: Provide leadership and overall supervision of the Diocesan office staff, working collaboratively with individual supervisors to build an effective, accountable, and supportive team. Promote professional development, open communication, and a culture of trust and collaboration.

- **Staff Management and Human Resources**: Oversee staff recruitment, hiring, performance evaluations, position descriptions, compensation, and employee relations in collaboration with the Leadership Team.

LEADERSHIP AND ORGANIZATIONAL CULTURE

An important responsibility of the Chief of Staff and Secretary is fostering a healthy, collaborative, and supportive workplace culture. The Office of the Bishop values open and honest communication, mutual respect, shared accountability, and a commitment to reconciliation. The successful candidate will lead by example, build trust across the organization, address challenges constructively, and support the professional growth and well-being of staff.

REPORTING AND COMPENSATION

This position reports to the Bishop of Virginia. The salary range for this position is $125,000–$145,000, depending on experience and qualifications. The Diocese also provides an additional and automatic employer retirement contribution equal to 15% of salary ($18,750–$21,750 annually), along with generous insurance benefits, paid holidays, and a car allowance.

QUALIFICATIONS

Each candidate will bring a unique combination of professional experience, leadership capabilities, and personal qualities. Candidates must be Episcopalians who are familiar with Episcopal practices and values. The following points provide a profile of qualified candidates:

- Demonstrated success in progressively responsible leadership roles, including at least five years of supervisory experience with responsibility for hiring, staff development, and performance management.
- Strong interpersonal skills and a demonstrated ability to build trusting, collaborative relationships with a wide range of individuals and constituencies.
- Training and demonstrated experience in interacting with diversity, including but not limited to diversity of racial, gender and sexual orientation.
- Strategic thinking, sound judgment, and the ability to address complex organizational challenges with practical solutions. Strong organizational and project management skills, including the ability to manage competing priorities, meet deadlines, and attend to important details.
- Experience planning and coordinating complex meetings, events, or organizational initiatives involving multiple stakeholders.
- Excellent written and oral communication skills, including the ability to navigate sensitive conversations with diplomacy and clarity.
- Demonstrated discretion, integrity, and the ability to handle confidential information appropriately.
- Confidence and sound judgment to offer thoughtful counsel, ask difficult questions, and respectfully present alternative perspectives when appropriate.

TO APPLY

Please provide a cover letter and resume to https://warrenwhitney.isolvedhire.com/jobs/1895070.
For best consideration, apply by December 18, 2026. References will be requested for candidates who advance in the process.

The Episcopal Diocese of Virginia is an equal opportunity employer and is committed to building a diverse and inclusive workplace. The Diocese encourages applications from individuals of all backgrounds whose experiences and perspectives will contribute to the continued success of the Church.