

Job Opening: Director of Administration

Location: Casper, Wyoming



the Episcopal Church
in Wyoming

ABOUT THE EPISCOPAL CHURCH IN WYOMING

The Episcopal Church in Wyoming consists of 42 churches and wisdom centers. Like all Episcopal Churches across the country, our mission is to bring people back into unity with God and each other through Christ. We embody this mission in a wide variety of worship styles, community outreach, pastoral care, and formation. Our rural context requires creative solutions to leadership development and exploring the diverse roles of clergy. Current areas of focus include reconciliation with our indigenous communities, the Wyoming Iona School for Ministry, supporting our sacred spaces, and developing a curacy program for newly formed priests. We have a legacy of inclusion, aspiring to tell and exemplify God's love for every human being.

POSITION SUMMARY

This role works directly with the Bishop of Wyoming and the people of the Diocese, in collaboration with the Executive Committee of the Diocesan Council, to develop and maintain excellence in the administrative life of the Diocese. The Director of Administration is responsible for providing strategic direction and leadership to successfully support finance and HR management, communications and events, administrative support, spiritual formation, congregational development, and church transitions. They carry out their responsibilities by developing healthy and trusting relationships with the Bishop, staff, clergy and lay leaders across the Diocese.

ORGANIZATIONAL RELATIONSHIPS

The Director of Administration reports to the Bishop of Wyoming and manages the following five direct reports: Executive Assistant to the Bishop, Canon for Finance/Transitions, Canon for Spiritual Formation/Congregational Development, Manager of Internal/External Communications, and Canon for Mission and Innovation. The Bishop, in collaboration with the Executive Committee of the Diocesan Council, evaluates and supports the success of the Director of Administration.

PRIMARY RESPONSIBILITIES

General Administration and Staff Management

- Manage Diocesan operations and administrative functions including staff engagement and performance, human resources, fleet management, and Diocesan facilities.
- Monitor programs, budgets and related activities for the purpose of ensuring that objectives outlined by the Bishop of Wyoming and Diocesan leadership are achieved.
- Carry out fleet management ensuring vehicles are efficiently used, properly maintained, and compliant with regulations.
- Carry out facility management including vendor communications, maintenance, operations, and overall functionality to ensure the physical environment supports the needs of the Diocese.
- Understand the financial operations of the organization to ensure the ethical and sound stewardship of all Diocesan resources.
- Improve internal processes where needed and support the organizational infrastructure to successfully carry out the work of the Diocese.
- Facilitate, manage and ensure the execution of administration and logistics for Diocesan Boards, Committees and Councils.
- Participate in strategic planning and implementation of that plan to sustain effective ministry throughout the Diocese.
- Provide leadership to the staff ensuring they have clearly defined expectations and responsibilities to successfully carry out their roles.

- Meet regularly with the Bishop to build a strong working relationship, understand the needs of the Diocese, and determine matters requiring attention and action.
- Build a strong and transparent working relationship with all Diocesan leadership to ensure they are informed and understand organizational strategies, opportunities and needs.
- Contribute to change management and communication plans to further support the growth and development of staff and the Diocese.
- Work closely with the executive director of the Foundation to facilitate the collaborative relationship and communications between the Foundation and the Diocese.
- Work closely with the Bishop providing counsel and advice when appropriate.
- In consultation with the Bishop, carry out the review, revision and implementation of Diocesan policies and procedures.
- Model a positive work culture by carrying out the team mission and values, and inspire the team to achieve the same.
- Facilitate formal and informal communication among staff members, providing guidance and leadership on workflow, performance expectations, problem solving and dispute resolution.
- Carry out administrative responsibility for scheduling staff: days off, vacation, sick days, continuing education and any mandated training.
- Take a respectful and collaborative approach with staff providing coaching, training and performance feedback in a timely manner.
- Provide hospitality for Diocesan bodies to create a welcoming atmosphere when they are meeting at the Diocese.

Human Resources

- Ensure compliance of all employment and labor laws through practices, policies, and actions in accordance with Diocesan guidelines and policies, as well as compliance with all state, federal, and local laws.
- Provide oversight and management of employee benefits, recruitment, onboarding, and record keeping based on HR best practices.
- Manage and administer the employee benefits programs to ensure employees have access to the resources and support they need and ensure the Diocese remains compliant, competitive, and efficient in their benefit administration.
- Oversee and coordinate revisions/updates to the employee handbook and other guidelines to ensure compliance with applicable laws, adoption of best practices and promotion of organizational culture.
- Carry-out process for annual performance evaluations and compensation review to ensure meaningful feedback to staff and fair and competitive compensation practices are in place.
- Make performance management a part of the ongoing culture; including training, regular feedback, performance development plans, career development, and professional coaching as needed.
- Address and resolve employee questions or concerns quickly, fairly, and with compassion by applying experience and knowledge of employment law and HR best practices.
- Lead employee relations investigations and maintain well-organized files and documentation.
- Interpret and answer policy and HR-related questions.
- Analyze trends and metrics to develop forward thinking HR solutions, programs and policies.
- Manage termination process, including exit interviews, documentation and file updates.
- Manage and maintain clergy personnel files and reporting to ensure canonical compliance including completion of sexual misconduct forms, continuing education, and licensing.
- Oversee process for retired clergy working in accordance with canon and diocesan practice.

Support for Congregations

- Provide administrative support to clergy, wardens, and church leadership of the Dioceses and develop effective and trusting relationships.
- Act as a conduit by which the Bishop and others are available for counsel and support.
- As assigned by the Bishop, assist in the coordination of pilgrimages. This is a role that will be shared, depending on the specific pilgrimage, with the Executive Assistant to the Bishop
- Responsible for the planning and oversight of the annual Clergy+1 Conference and the annual Diocesan Convention with the assistance of staff and standing committee chair.

- Serve, whenever appointed, as Secretary of Convention
- As requested by the Bishop, work with the host regions/parishes for specific planning related to annual convention
- As requested by the Bishop, assist in determining venue sites for the annual convention
- Advise the Bishop on committee openings and other business of convention
- Other duties and special projects as assigned by the Bishop or Diocesan leadership.

ESSENTIAL SKILLS AND ABILITIES

- Carries out excellent discernment to create respect and confidentiality across the Diocese.
- Works as a confidant with the Bishop and others on confidential office and pastoral matters.
- Highly competent mediator with emotional intelligence skilled in resolving conflicts and moving people to reconciliation and accountability.
- Empowers others and accomplishes work with gracious maturity in an orderly and timely manner.
- Strong interpersonal skills and positive demeanor with the ability to work within a highly collaborative team environment.
- Self-managed and able to carry out responsibilities with minimal direction or direct supervision.
- Able to multi-task and understand when to carry out tasks independently or delegate to staff.
- Skilled in planning and project management and is highly organized and able to carry out multiple projects simultaneously.
- Self-motivated and able to understand the needs of the Diocese and initiate solutions independently and as a part of a team.
- Working knowledge of grammar, spelling, and composition. This includes the ability to produce letters, reports, tables, charts, and other documents via standard software such as MS Office.
- Accountable and humble leader who does not take oneself too seriously.

REQUIRED EDUCATION AND QUALIFICATIONS

- Bachelor's degree from an accredited institution of higher learning.
- Five years' experience in staff supervision.
- Minimum of two years' direct experience in Human Resource Management.
- SHRM-SCP or SPHR certification a plus.
- High Proficiency in MS Office Suite; experience with accounting software and Google Workspace.
- Desire to work in a faith-based organization. We are an inclusive church, and people from any background are welcome to apply.
- An understanding of the Episcopal Church and church polity, as well as an awareness of the Diocese of Wyoming a plus.

The Episcopal Diocese of Wyoming is an equal opportunity employer and does not discriminate on the basis of race, religion, sexual orientation or gender expression.

COMPENSATION AND BENEFITS

Annual starting salary commensurate with experience. Benefits package includes

TO APPLY

Qualified candidates please email formal cover letter and resume to laura@peakconsult.net
For questions regarding the position please contact Laura Lehan with Peak Consulting at 307-655-5405

All inquiries and applications will be held strictly confidential

To learn more about the Episcopal Church in Wyoming go to www.episcopalwy.org