



# EPISCOPAL DIOCESE OF UTAH

*OFFICE OF THE BISHOP*

*75 S 200 E, SALT LAKE CITY, UT 84111*

*801.322.4131*

---

**Position:** Executive Director of Communications of The Episcopal Diocese of Utah  
**Reports to:** Bishop Phyllis Spiegel  
**Location:** Episcopal Diocese of Utah Offices, Salt Lake City, Utah  
**Status:** Full-Time, Exempt  
**Salary:** \$75,000 - 85,000

## **Position Summary**

The Episcopal Diocese of Utah seeks a seasoned, strategic, and collaborative, relationship-centered Executive Director of Communications to lead all diocesan communications, media relations, and public affairs efforts. Reporting directly to the Bishop, this senior leadership role is responsible for shaping how the mission, ministries, and public witness of the Episcopal Church are communicated to parishioners, partners, and the broader Utah community. The Executive Director of Communications serves as the chief curator and steward of diocesan messaging, ensuring clarity, consistency, theological integrity, and warmth across all platforms.

## **Key Responsibilities**

### **Strategic Communications & Message Stewardship**

- Develop and implement a comprehensive diocesan communications strategy aligned with the Bishop's vision and diocesan mission.
- Serve as the primary communications advisor to the Bishop and senior leadership.
- Curate and safeguard the Diocese's public narrative across all platforms.
- Translate complex pastoral and organizational initiatives into clear, accessible messaging.
- Oversee Cyber Security for all Diocesan Communication platforms (this can be outsourced depending on skill set).

### **Support of Bishop & Executive Communications**

- Draft and edit pastoral letters, diocesan statements, columns, and formal communications from the Bishop.
- Prepare briefing materials and talking points for diocesan events and public engagements.
- Ensure the Bishop's voice is communicated authentically and consistently.

### **Media Relations & Public Affairs**

- Serve as the primary point of contact for media relations and public inquiries.
- Develop relationships with local, regional, and faith-based media outlets.
- Draft press releases, media statements, and responses to public issues.
- Support the Bishop in interviews and public-facing moments.
- Lead crisis communications planning and response.
- Monitor public discourse and advise leadership and diocesan clergy on positioning and messaging.

### **Digital Presence & Platform Alignment**

- Oversee the redesign and ongoing management of the diocesan website.
- Align and manage all diocesan social media platforms, establishing S.M. protocols.
- Develop and manage a diocesan content calendar.
- Use analytics to evaluate and improve engagement.

### **Diocesan Communications & Parish Engagement**

- Oversee the newsletter, both content and distribution, of diocesan communications to parishes.
- Ensure communications are timely, relevant, and easy to share.
- Collaborate with diocesan staff and ministry leaders.
- Strengthen trust and connection between the Diocesan Office and parishes.

### **Culture of Welcome & Mission Support**

- Help position the Diocesan Office as a friendly, welcoming, and mission-oriented resource.
- Ensure communications reflect hospitality, inclusion, and Episcopal values.
- Support sensitive institutional communications with care and discretion.

### **Qualifications**

#### **Experience**

- 7–10 years of experience in communications, public relations, or related fields.
- Senior-level experience working with executive leadership or public-facing principals.
- Demonstrated success managing digital platforms and media relations.
- Experience in nonprofit or faith-based organizations preferred.

#### **Skills & Attributes**

- Exceptional writing and editing skills.
- Strong strategic thinking and storytelling abilities.
- High emotional intelligence and sound judgment.
- Ability to manage multiple priorities in a high-trust environment.
- Familiarity with Episcopal Church culture preferred.

- Alignment with the mission and values of the Episcopal Church.

### **Working Conditions**

This position is based at the offices of the Episcopal Diocese of Utah. Occasional evening or weekend work, including Christmas Eve and Easter Eve/Day, may be required for events, media response, or urgent communications. Limited travel within the Diocese may be required as well as yearly participation in The Episcopal Communicators Network conference.

### **Tone & Expectations**

We operate with clear communication, realistic planning, and shared accountability. Team members are supported in asking questions, clarifying scope, and maintaining healthy boundaries. Our culture prioritizes collaboration, honesty, and sustainable work practices.

### **Compensation & Benefits**

This is a full-time, exempt position with an annual salary of \$75,000 - \$85,000. The Diocese offers a comprehensive benefits package including health insurance (80% employer-paid), retirement plan, paid time off, and holidays.

### **Application Process**

Interested candidates should submit a cover letter, résumé, and writing or digital portfolio (preferred if available) to [Angela Rogers](#), Ex. Assistant to the Bishop. Applications will be reviewed on a rolling basis.

We believe this position is a vital part of the mission of the Episcopal Diocese of Utah and will have a lasting impact on our church and community. We invite you to consider this exciting position.