



Program Director

[Episcopal Ministries of Long Island \(EMLI\)](#) is a non-profit organization bringing the teachings of Jesus Christ from the pew to the public square by nurturing, resourcing, and amplifying ministries across Brooklyn, Queens, Nassau, and Suffolk. EMLI administers grants, conducts workshops and trainings, and amplifies and connect ministries to support parishes as they work to meet the needs of all people in their communities.

EMLI is affiliated with the Episcopal Diocese of Long Island, (the diocese of the Episcopal Church with jurisdiction over Brooklyn, Queens, and Nassau and Suffolk counties).

Position Overview

The Program Director works closely with clergy and lay ministry partners at parishes across the diocese to live out their faith in service to their communities. The Program Director helps parishes identify the best ways to meet the needs of their communities given the assets and strengths of the parish.

Ministries are often creative responses to community needs. They may address issues such as food, clothing, and housing insecurity, educational equity, racial and environmental justice, and isolation of specific groups. The Program Director provides individual consultation to ministry leaders, manages EMLI's grant program, and coordinates training to equip ministries for greater impact. EMLI's ministries are categorized into four "Ministry Focus Areas," which you can learn more about [here](#).

Key Responsibilities

- Manage the grant-making activities of EMLI, including but not limited to:
 - Provide technical assistance and consultation to grant seekers
 - Assist parish clergy and lay leaders with developing grant applications which clearly demonstrate their goals, strategy, and capacity to implement their ministry
 - Review and evaluate grant applications relative to grantmaking guidelines; prepare and present funding recommendations to grant review committee
 - prepare reports on grantmaking and program activity for review committee and board
 - Facilitate convening among grantee programs
 - Maintain connect with grantees throughout program implementation; develop system of follow up inclusive of impact and evaluation reports



- Maintain strong relationships through regular communication and site visits to programs
- Organize workshops and trainings to equip ministry leaders and volunteers with the knowledge and skills (fundraising, marketing, communications, volunteer management, etc.) to effectively run programs which serve their communities.
- Connect leaders with experienced community organizations, relevant experts, and similar parish programs to facilitate best practice sharing and increase impact.
- Engage with clergy, parishioners, and lay leaders to understand their needs and aspirations for ministry
- Build knowledge about community needs that impact the work of the EMLI
- Develop and implement new initiatives, refine processes, as needed

Qualifications:

- 8-10 years in community organizing or program development in non-profit setting, and supervisory experience (preferably in church-affiliated organizations)
- Self-motivated, forward-thinking, creative individual with strong organizational skills
- Strong listening skills, a natural relationship builder, and ability to motivate volunteers
- Strong written communication and presentation skills; ability to facilitate meetings
- Flexibility in approach, willingness to adapt, strong interpersonal skills, and sense of humor
- Familiar with the communities and cultures of Long Island, Brooklyn, and Queens
- Cultural sensitivity and a commitment to the inclusion of the poor, LGBTQ+ people, BIPOC, and other communities that have been historically marginalized
- Interest in church-based outreach and justice work
- Proficiency with Microsoft Office (especially Excel, Word, Outlook, PowerPoint, and OneDrive), and Google Apps; ability to learn new technologies as necessary
- Bachelor's degree
- Bilingual (Spanish) is a plus
- Local travel across Brooklyn, Queens, Nassau, and Suffolk required

Salary is commensurate with experience.

Applications will be received on a rolling basis until the position is filled.

Please forward letter of interest, resume and three references (with contact information).

Episcopal clergy should include current (TMO) materials in their application.

Please send all materials to Nancy Signore at nsignore@dioceseli.org