

Holy Ground for Whole Communities

Job Description: Program Manager

Full-time - Remote and/or Grand Rapids

Qualifications:

- B.A. in Environmental Education, Environmental Studies, or a related field OR five years experience in environmental program management, preferably in Michigan
- Five years experience in project or program management with successful outcomes
- Background including Christian religious education and discipleship practice preferred
- Past experience in grantwriting and grant management preferred
- Past experience with the Episcopal Church helpful but not required

Role:

Program Manager, Holy Ground for Whole Communities

Position Description:

This grant-funded role is responsible to develop and implement a new program which will build relationships with church members, engaging them in theological reflection and empowering them to utilize their properties for ecological and community resilience and spiritual renewal in an era of climate change. The role coordinates work across three collaborating non-profit agencies to develop a new environmental education toolkit and training in 2025 and to develop and manage a pilot program which will involve at least 24 churches across the state of Michigan between 2026 and 2028.

A successful candidate will have past experience in providing environmental education to adults, managing small teams, creating new educational resources and managing logistics for events including up to 40 people. Orientation to detail, an instinct for proactive communication, a capacity to work independently, and a willingness to engage uncertainty and innovation are required.

This role is accountable to

- Develop new materials for faith-based, action-oriented environmental education
- Manage a team of collaborative partners to ensure compliance with grant terms and deliver measurable grant outcomes, including coordination of project documentation and the management of onsite volunteers from partner organizations
- Draft communications for both internal stakeholders and external partners
- Manage relationships with congregations participating in the program, ensuring they are informed, engaged, and meeting participation goals
- Administer a regranting process, in cooperation with other diocesan staff
- Coordinate, attend, and assist with preparation and follow-up for project management meetings (to include diocesan and consultant staff)
- Manage collaborative development of a plan for program continuity past the initial grant period

The Program Manager will participate directly in day-to-day implementation and oversight of the program. This includes participating in congregational trainings, site visits, calls, meetings, or other contact with program staff, consultants, and vendors; along with direct outreach and communication with clergy and lay leaders from participating congregations. Critical to the success of this role is the ability to effectively coordinate among leadership and staff from the diocese and program consultants, serving as a central point of contact and communication between all the program partners.

The Program Manager will work in Grand Rapids and/or remotely throughout 2025. The Program Manager's work will include daytime travel to participating congregations within the state of Michigan in 2026-2028. It will also include overnight travel three times each year beginning in 2025. Candidates must have their own working car; mileage reimbursement will be provided. While the work week will generally be Monday-Friday, some weekend work is required. Budgeted compensation is \$55,000/yr; full family benefits provided.

Grant funding for this position has been provided through December 31, 2028 by the Lilly Endowment under their Thriving Congregations program.

About the Opportunity:

The Episcopal Diocese of the Great Lakes is a merger between the legacy dioceses of Eastern and Western Michigan. The Episcopal Church does not discriminate in its hiring on the basis of gender, gender identity, or sexual orientation. Because this position includes theological reflection and action, persons with a background in and commitment to practice as disciples of Jesus Christ are encouraged to apply. The role reports to the Canon for the Northern Collaborative, Creation Care and Beloved Community.