



# THE DIOCESE OF SOUTH CAROLINA

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## THE EPISCOPAL CHURCH IN SOUTH CAROLINA

**Position: Director of Administration & Finance**

**Salary: \$47,500 plus benefits**

**Status: Half-time position evolving to a full-time position in 2026**

### **Position Overview**

The Episcopal Diocese of South Carolina, a diocese of The Episcopal Church comprised of 34 congregations in the eastern half of South Carolina is seeking a well-organized, self-motivated business professional to perform the duties related to the overall administrative, finance and development responsibilities of the diocese. The successful candidate is expected to fully support and embrace the ministry, mission and values of the diocese and The Episcopal Church.

### **Position Summary**

This position is responsible for overseeing the administrative functions of the diocese as well as the overall financial operations. The incumbent works with the Comptroller and Treasurer in the creation of the annual budget, oversees human resources, benefit administration, and supports the Bishop in the operational aspects of the diocese. The role also involves working with the development consultant in the formation of a development strategy for the diocese as well as overseeing the annual fundraising campaign. This position also works closely with the Bishop, diocesan leadership and clergy to ensure a sustainable and growing revenue stream for the diocese.

### **Specific Duties:**

- In conjunction with diocesan staff, support the strategic vision of the diocese, as well as projects and initiatives as assigned.
- Oversee diocesan operations and administrative functions.
- Ensure compliance with all canons, laws and requirements of the diocese and The Episcopal Church.
- Oversee diocesan financial planning and matters related to financial management, including the external financial audit.
- Serve as the check signer for all diocesan checking accounts.
- In conjunction with the Treasurer and Comptroller, create the annual operating and capital budgets for the diocese.
- Monitor and control expenditures to ensure alignment with budgetary guidelines.

- Manage the administrative functions of the diocese.
- Work with the Canon to the Ordinary on insurance, risk and asset management.
- Work closely with diocesan staff in the alignment of fundraising initiatives with diocesan priorities.
- Oversee compensation and benefits for the diocese.
- Support the human resources function related to benefits administration and other related responsibilities.
- Provide guidance and counsel to the Bishop and staff on all matters related to administration and finance.

### **Qualifications**

- Bachelor's degree in business management, finance or a related field of study.
- Proven experience in related administrative and financial management roles.
- Proficiency in business software and other business systems.
- Excellent organizational and multitasking skills.
- Effective communication and interpersonal skills.
- Ability to work with diverse populations, clergy and lay leadership throughout the diocese.
- Strong attention to detail.
- Ability to ensure the confidentiality of all diocesan information.

To apply:

A resume and cover letter can be sent to the Canon to the Ordinary, the Rev. Cn. Philip Linder at [plinder@episcopalchurchsc.org](mailto:plinder@episcopalchurchsc.org) by May 31, 2025.