

# MINNESOTA COUNCIL OF CHURCHES

Communications and Engagement

## POSITION DESCRIPTION

**Position Title:** Senior Director of Communications and Engagement

**Employment Status:** Full-Time, Regular, Exempt (FLSA Executive/Administrative Exemption)

**Reports To:** Chief of Staff; close working relationship with the Executive Director

**Work Location:** Hybrid – Minneapolis, MN (122 West Franklin Avenue); schedule of in-office and remote days to be established with supervisor

**Schedule:** Monday–Friday, standard business hours; occasional evenings and weekends required for events, convenings, and organizational priorities

## ABOUT MINNESOTA COUNCIL OF CHURCHES

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The Minnesota Council of Churches (MCC) convenes, connects, and catalyzes people of faith to build just, equitable, and livable communities for all Minnesotans. MCC is a statewide council with 27 member denominations from Historical Black, Native American, Mainline Protestant, Pentecostal, and Orthodox communions.

In 2026, MCC focuses on courageous, compassionate engagement that bridges divides, strengthens community resilience, and promotes racial justice, healing, and reconciliation. Programs include depolarization initiatives such as Respectful Conversations, expanded services for New Americans, and educational and narrative-change resources delivered through a racial equity lens. MCC staff reflect the broad diversity of Minnesota and the broader mission to build unity through justice for the common good.

## POSITION SUMMARY

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MCC seeks a strategic, creative, and entrepreneurial leader to serve as Senior Director of Communications and Engagement. This role provides vision and leadership for the Council's communications strategy, storytelling, public engagement, and major convenings. The Senior Director will strengthen MCC's public voice and help ensure that the organization's work reaches and resonates with diverse communities across Minnesota.

The ideal candidate is a skilled and experienced storyteller with a deep commitment to MCC's faith-based values and the ability to articulate the organization's mission clearly and compellingly to a wide range of audiences. This leader will guide organizational messaging, media engagement, and digital strategy while overseeing the planning and execution of major convenings, learning experiences, and public events that deepen relationships and inspire action.

Working closely with the Executive Director and senior leadership team, the Senior Director will serve as a strategic thought partner on programmatic initiatives and public engagement strategies. This leader will ensure that MCC's communications and events work together to build trust, foster dialogue, and advance MCC's mission of justice, healing, and reconciliation. This position reports to the Chief of Staff.

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

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### Communications Strategy and Public Engagement

- Lead the development and implementation of a comprehensive communications strategy that advances MCC's mission and strengthens its public presence across Minnesota.
- Oversee MCC's communications platforms, including the website, social media channels, newsletters, digital communications, and public messaging. Ensure all communications reflect the organization's mission, voice, and equity-centered values.

- Develop compelling stories that highlight MCC's programs, partnerships, and impact. Prepare and edit speeches, presentations, press releases, reports, and other communications materials that support advocacy, education, and public engagement.
- Cultivate relationships with local, regional, and national media to elevate MCC's voice on issues related to faith leadership, racial justice, community healing, and reconciliation.
- Design and implement public relations strategies that strengthen relationships with congregations, community partners, funders, and civic leaders.
- Oversee website strategy and digital engagement, ensuring MCC's online presence remains accessible, current, and effective in reaching diverse audiences.
- Develop communications metrics and evaluation tools to measure reach, engagement, and impact, using insights to continuously improve MCC's communications efforts.
- Lead internal communications processes that strengthen collaboration and alignment across MCC programs and teams.

### **Event Strategy and Public Convenings**

- Provide strategic leadership for MCC's convenings, workshops, conferences, and public events as key tools for learning, relationship-building, and community engagement.
- Oversee the planning and execution of approximately four to six major events annually, including conferences, workshops, experiential learning opportunities, and community gatherings. These events may be in-person, virtual, or hybrid and range from small, curated learning experiences to large public convenings.
- Collaborate with program leaders to shape the learning goals and content of convenings, recruit speakers and facilitators, and ensure events align with MCC's mission and program priorities.
- Guide event planning teams and manage staff, contractors, volunteers, and vendors involved in event production.
- Oversee logistics including venue selection, vendor contracts, catering, audio-visual production, registration systems, and participant experience.
- Ensure events contribute to broader organizational goals.
- Lead post-event follow-up strategies including participant communications, evaluation, and knowledge-sharing across the organization.

### **Communications and Events Integration**

- Ensure that MCC's communications and event strategies reinforce one another to strengthen storytelling, deepen engagement, and broaden MCC's reach.
- Work closely with program staff to identify opportunities to elevate programmatic work through communications campaigns, storytelling, and public convenings.
- Partner with development colleagues to integrate communications into donor engagement, sponsorship opportunities, and public visibility for MCC initiatives.

### **Operations and Organizational Effectiveness**

- Oversee day-to-day communications operations, including planning, budgeting, vendor management, and project coordination.
- Develop systems and workflows that support cross-department collaboration and effective program implementation.
- Contribute to cultivating a culture of learning, collaboration, and continuous improvement across the organization.
- Prepare reports and communications related to programs, communications performance, and event outcomes.
- Represent MCC publicly when appropriate and serve as a spokesperson for selected initiatives.
- Undertake other responsibilities as needed to support the mission and priorities of the Minnesota Council of Churches.

## **QUALIFICATIONS**

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## Education and Experience

- Bachelor's degree in communications, journalism, marketing, public relations, nonprofit leadership, or a related field. Advanced degree preferred.
- At least seven years of progressive leadership experience in communications, public engagement, media relations, or nonprofit communications.
- Demonstrated success managing strategic communications initiatives that advance an organization's mission and influence public conversation.
- Experience designing and managing conferences, convenings, or large-scale public events.

## Knowledge, Skills, and Abilities

- Exceptional writing, editing, and storytelling skills across multiple communications platforms.
- Experience with digital communications tools, including website management, email marketing platforms, and CRM systems.
- Strong leadership and project management skills, with the ability to coordinate across teams and manage multiple priorities.
- Ability to build strong relationships across diverse communities, congregations, and partner organizations.
- A commitment to equity-centered leadership and to MCC's faith-rooted mission of justice, reconciliation, and community engagement.
- Experience working with faith-based organizations, coalitions, or community organizing efforts is strongly preferred.

## COMPENSATION & BENEFITS

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Starting Salary Range: \$90,000–\$110,000 per year.

Benefits package includes:

- Medical insurance
- Dental insurance
- Life insurance
- Retirement plan
- Paid sick leave (accrued per Minnesota Earned Sick and Safe Time law, Minn. Stat. § 181.9447; employees accrue 1 hour per 30 hours worked, up to 48 hours per year)
- Vacation leave

## WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

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This position operates in a hybrid work arrangement, with a combination of in-office work at MCC's Minneapolis office (122 West Franklin Avenue) and remote work. The in-office/remote schedule will be established with the supervisor. Occasional attendance at evening or weekend events, community convenings, or organizational gatherings is required.

The physical demands below represent those that must be met to successfully perform the essential functions of this position.

## EQUAL EMPLOYMENT OPPORTUNITY

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Minnesota Council of Churches is an Equal Opportunity Employer. MCC does not discriminate in employment on the basis of any characteristic protected under applicable federal or Minnesota state law, including:

- Race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), national origin, age (40+), disability, or genetic information — protected under Title VII of the Civil Rights Act, the ADA, the ADEA, the Pregnant Workers Fairness Act (PWFA), and GINA

- Sexual orientation, gender identity, gender expression, marital status, familial status, receipt of public assistance, and status with regard to public assistance — additionally protected under the Minnesota Human Rights Act (MHRA), Minn. Stat. Ch. 363A
- Lawful use of consumable products (including cannabis) outside of work hours and off employer premises, where not otherwise prohibited by the position — protected under the MHRA
- Military or veteran status — protected under USERRA and the MHRA

As a faith-based organization, MCC may exercise exemptions under Title VII of the Civil Rights Act and the Minnesota Human Rights Act (Minn. Stat. § 363A.20) with respect to employment decisions related to organizational mission and religious character where permitted by law.

MCC is committed to providing reasonable accommodations to qualified individuals with disabilities and for sincerely held religious beliefs in the application and employment process. Applicants who need assistance or accommodation should contact Human Resources at [employment@mnchurches.org](mailto:employment@mnchurches.org).

## HOW TO APPLY

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Current MCC employees and external candidates may submit a cover letter, resume, and writing sample to [employment@mnchurches.org](mailto:employment@mnchurches.org). This position will remain open until filled. Applications will be reviewed on a rolling basis.