



Come serve with us!

We are seeking exemplary candidates for **Project Manager**.

Compensation and Benefits

The annual salary range for this position is **\$75,000-\$95,000**.

Our benefits package for full-time positions includes 100% employer-paid medical, dental, and vision insurance premiums for employees and their dependents; a 403B retirement plan with a 5% employer contribution and up to 4% employer match; generous paid vacation and sick time; and 14 paid holidays a year, including your birthday.

Job Overview *(full job description provided upon request)*

This Project Manager deepens the capacity of the Office of the Congregation as its work continues to grow. Partnering with the Canon Pastor, the Project Manager coordinates 25 active ministries, an evolving strategic plan, and a growing portfolio of social justice initiatives. They find satisfaction in making things happen – tracking commitments, building systems, keeping people aligned, and turning good ideas into next steps. This role calls for someone who loves coordination as its own craft, and who wants to serve the mission by keeping the machinery running well.

Working at Grace Cathedral

Grace Cathedral is the cathedral church of the Episcopal Diocese of California. Our mission is to re-imagine church with courage, joy, and wonder. We celebrate diversity and work to advance racial, gender, socioeconomic, environmental, and LGBTQ+ justice. Grace Cathedral is committed to anti-racism, and seeks candidates who will bring their unique experience to enrich our culture and organization. Besides church services, we host yoga twice week, sound baths, wedding and funeral receptions, concerts, and much more. For most positions, it is not required to belong to or practice a particular faith in order to work here, but everyone on our team is expected to be aligned with the vision and values of Grace Cathedral and contribute to achieving its strategic goals.

Job Requirements

- Bachelor's degree or equivalent experience required, including project management experience; nonprofit, ministry, or mission-driven organizational experience preferred
- Demonstrated ability to manage multiple concurrent projects and stakeholders without losing track of details
- Strong written and verbal communication, with the judgment to know when to escalate and when to handle something independently

- Comfort working with volunteers and lay leaders as well as clergy and staff
- Proficiency with Microsoft Office Suite, Google, and Adobe applications
- Familiarity with project management tools (Asana, Trello, Monday.com, or similar) and ability to help select and implement a system where needed
- A collaborative, low-ego, open-communication working style
- Must be able to work Sundays and holidays as needed
- Reasonable accommodations will be provided to enable qualified individuals with disabilities to fulfill essential responsibilities of the position
- Fingerprint clearance through Department of Justice for Child Abuse Index Check and Criminal Record Statement required post offer

How to apply

Please email your cover letter and resume to jobs@gracecathedral.org