



**Diocese of  
Southern Ohio**

## Canon for Finance + Operations

*Cincinnati, OH*

**Johnny Cooper, MPA, CFRE**  
Founder + CEO

[johnny@coopercoleman.com](mailto:johnny@coopercoleman.com)

# About the Episcopal Diocese of Southern Ohio

The Diocese of Southern Ohio comprises [71 churches](#) with roughly 15,000 members in Cincinnati, Columbus, Dayton, and in farm towns, county seats, and suburban centers in 40 counties across the southern half of the state. The diocese was founded in 1875, its bishop is [the Rt. Rev. Kristin Uffelman White](#), and the diocesan offices and [Christ Church Cathedral](#) are located in downtown Cincinnati.

As Episcopalians, we believe in and follow the teachings of Jesus Christ, whose life, death, and resurrection saved the world. We believe that God loves you – no exceptions.

[The Episcopal Church](#) embraces a legacy of inclusion, aspiring to tell and exemplify God's love for every human being; people of all genders and sexual orientations serve as bishops, priests, and deacons in our church. Laypeople and clergy work together in leadership and governance.

## MISSION STATEMENT

As the Episcopal Diocese of Southern Ohio, we embody the Gospel of Jesus Christ and share in God's transformation of our communities with the Holy Spirit as our guide.

## OUR VALUES

As Episcopalians in Southern Ohio, we embrace these values as we live out our mission:

### Integrity

We are shaped by prayer and reflection, trusting the guidance of the Holy Spirit with mutual support and accountability. What we say, we mean, living honestly and faithfully.

### Relationship

We welcome and celebrate the diversity of the whole human experience, seeking to build inclusive community. We serve one another as partners in ministry and acknowledge when we fall short, seeking justice and reconciliation.

### Love

We follow Jesus in the world, putting others before ourselves. We overcome fear with hope, estrangement with unity, guilt with forgiveness, and despair with joy, realizing God's beloved community.

## Position Summary

The Canon for Finance + Operations is responsible for the financial, operational, and administrative aspects of the Diocese of Southern Ohio, in support of the [diocesan mission](#) and the flourishing of local congregations. As part of the senior staff team, the Canon works in close coordination with the Bishop to ensure clear and consistent leadership of the Finance and Operations Team and the effective stewardship of staff and resources in ministry, prioritizing transparency, accessibility, and clarity across bodies. Guided by the diocesan mission and values, the Canon will support the ministry of the Bishop, working collaboratively with diocesan staff and diocesan and parish leaders throughout the Church.

# Essential Position Responsibilities

## Financial Stewardship

- » In collaboration with the Bishop, Treasurer, Budget Committee, Diocesan Council, Trustees, and Co-Executive Directors of Procter Center, shepherds the development and management of the annual diocesan budget and endowments.
- » Provides accessible monthly reports and analysis of financials to the Bishop, leaders, and staff, with recommendations for best practices in support of the diocesan mission.
- » Monitors actual financial data against the budget, providing explanation of variances to the budget and emerging trends.
- » Works closely with the diocesan chancellor, investment advisors, bank staff, and Trustees in support of diocesan endowments.
- » Coordinates the annual diocesan audit and acts as primary liaison with the external audit partner.
- » Fosters relationships with churchwide entities, including the Church Pension Group.

## Operations

- » Aligns financial and personnel policies in support of diocesan mission, with attention to canonical guidelines and convention resolutions, both diocesan and churchwide.
- » Collaborates with the Bishop and senior staff to update and maintain the diocesan personnel policies and protocols (i.e. employee handbook, job descriptions, letters of agreement or commitment, etc.), to support staff effectiveness and as a model for congregations of the diocese, ensures that personnel policies are upheld in benefits and HR.
- » Develops clear, consistent, useful processes that are communicated effectively to diocesan staff, leadership, clergy, and congregations.
- » Provides quarterly operations reports to the Bishop and supports staff and diocesan leadership with the tools necessary to fulfill their roles.
- » In collaboration with the Canon to the Ordinary as chief of staff, reviews and supports search and hiring procedures, professional development opportunities, and performance review policies for diocesan staff.
- » Updates and maintains a repository for all approved diocesan service contracts, while recognizing supervision of the staff member who manages respective contractors.
- » Collaborates with the Canon for Communications and IT contractor to provide and maintain IT hardware (computers, monitors, etc.)

## Mission Alignment

- » Initiates and engages budget alignment in support of the diocesan mission.
- » Offers analysis, guidance, and advice to the Bishop, senior staff, and diocesan leadership on all financial matters affecting the diocese.
- » Equips diocesan leaders who hold financial responsibility (treasurers, wardens, etc.) with training and essential information necessary to fulfill their roles.
- » Ensures timely and helpful responses from the finance and operations team to questions and requests for support from diocesan and congregational leaders, clergy, and staff.
- » Actively works to develop trust and build relationships with diocesan and congregational leaders, clergy, and staff, seeking out information about live issues and concerns in local congregations throughout the diocese.
- » Other duties as may be necessary in support of the Bishop and the diocesan mission.

## Qualifications + Characteristics

- » Demonstrated ability to develop and manage a budget with awareness and familiarity with bequests and endowed fund restrictions.
- » Proven ability to work collaboratively and build trust with leadership, trustees, staff, clergy, parishioners, and business partners.
- » Experience realigning staff and volunteer teams with organizational priorities.
- » Proven ability to assess and communicate strengths and areas for growth and provide coaching and resources for professional development.
- » At least ten years of progressively responsible operations and financial experience, preferably in The Episcopal Church and/or another religious or nonprofit setting.
- » Demonstrated ability to lead and supervise staff effectively, with skillfulness in staff development, conflict resolution, and coaching.
- » Proven ability to analyze and interpret data for operations, budgeting, accounts payable and receivable, and auditing.
- » Strong facilitation skills and the demonstrated ability to communicate financial information in a concise, clear, and focused way to staff, leaders, and clergy.
- » Proven ability to hold confidential information in a trustworthy manner.
- » Proven ability to work with accuracy and attention to detail.
- » Demonstrated skill and experience in effective written and spoken communication.
- » Demonstrated resiliency, work ethic, and a high standard of integrity.
- » Proven ability to relate to a wide range of people at a variety of levels and cultural backgrounds toward collaborative decision-making, with a strong commitment to diversity, equity, and inclusion.
- » Demonstrated experience prioritizing and managing multiple projects at the same time toward effective, creative, and timely solutions.
- » Established proficiency with accounting software, word processing, and spreadsheet applications, and familiarity with or the desire to learn communications and project management tools.
- » Familiarity with, and respect for, The Episcopal Church.
- » Curiosity, the desire to learn, and a sense of humor.

### Educational Requirements + Licensure

- » Bachelor's degree is required, ideally in accounting, business administration, finance, or mathematics. Graduate degree in a related field is preferred.
- » Ordination: Lay or Ordained.
- » CPA/CFA, a plus but not required.

## Leadership + Key Colleagues (Please do not contact the organization or its leaders directly)

### **The Rt. Rev. Kristin Uffelman White** **Tenth Bishop of Southern Ohio**

Bishop Kristin Uffelman White was elected 10th Bishop of Southern Ohio on September 30, 2023, and consecrated as bishop on February 17, 2024, at the Greater Columbus Convention Center in Columbus. Bishop White served as canon to the ordinary for congregational development and leadership in the neighboring Diocese of Indianapolis from 2018 until her election as bishop diocesan in 2023. She is a lifelong Episcopalian who was born in Anchorage, Alaska, and raised in Prineville, Oregon. She served the Church of the Holy Spirit, Lake Forest and St. Augustine's, Wilmette, both in the northern suburbs of Chicago, before joining the bishop's staff in Indianapolis. She was a trainer and director in the College for Congregational Development, a church-based leadership training program, and served in various diocesan roles during her time in the Diocese of Chicago.

Before earning a Master of Divinity degree at Seabury-Western Theological Seminary, Bishop White taught high school English in Oregon. She holds an associate's degree from Cottey College, a bachelor's degree from Western Oregon University, and a Master of Arts in teaching from Willamette University. She and her husband, John, are parents of an adult daughter, Katherine Grace, who lives in Germany. John and Kristin have two dogs, Lula and Lily.

Bishop White succeeds Bishop George Wayne Smith, who served as Southern Ohio's bishop provisional from 2021 to 2024.

### **The Rev. Canon Jodi Baron** **Canon to the Ordinary**

The Rev. Canon Jodi Baron serves as canon to the ordinary for the Episcopal Diocese of Southern Ohio, a role she's held since April 2024. Prior to joining the staff, Jodi served as canon and senior associate to the dean of Christ Church Cathedral in Indianapolis, where she led staff, volunteers, ministry development, and implementation of mission and vision. Before joining the cathedral staff, she served two rural parishes in the Diocese of Western Michigan. She holds a B.A. in Sociology (Race and Gender Relations) from Grand Valley State University in Grand Rapids, MI, and an M.Div. from Seminary of the Southwest in Austin, TX.

Jodi, her husband, Christian, and their three high school and college-age daughters live in Cincinnati with their dog, Daisy.

### **Canon Katie Forsyth** **Canon for Communications**

Canon Katie Forsyth serves as canon for communications for the Episcopal Diocese of Southern Ohio, a role she's held since August 2024. Prior to joining the staff, Katie served as canon for evangelism and networking for the Episcopal Dioceses of Eastern and Western Michigan, helping facilitate their merger into what is now the Episcopal Diocese of the Great Lakes. Prior to her call as a joint staff member, she served as director of communications and networking for the Diocese of Eastern Michigan. She is a leader at the denominational level of The Episcopal Church, consulting for churchwide leaders and serving on various boards and task forces. Katie holds a B.S. in Political Science and Public Administration from Grand Valley State University in Grand Rapids, MI.

Katie and her girlfriend, Anny, live in Cincinnati with their dogs, Kiefer and Prudence.

## The Rev. Canon Meredith Day Hearn Canon for Congregations

The Rev. Canon Meredith Day Hearn serves as canon for congregations for the Episcopal Diocese of Southern Ohio, a role she's held since November 2024. Prior to joining the staff, Meredith served as rector of All Saints Episcopal Church in Cincinnati and in various roles with Indian Hill Episcopal/Presbyterian Church, Cincinnati, and Grace-St. Luke's, Memphis. She holds a B.A. in Religious Studies from Belmont University in Nashville, TN, and an M.Div. from Yale Divinity School in New Haven, CT.

Meredith and her husband, Jackson, live in Cincinnati with their dog, Joni.

## Working + Reporting Relationships

The Canon serves as part of the senior staff team and reports to the Bishop. The person serving in this role will participate in weekly team check-ins and individual supervision meetings, quarterly and annual reviews, in addition to taking part in meetings of the full diocesan staff, both in direct report to the Bishop and as team leader of the operations and finance team. The canon will work closely with the diocesan treasurer, with the Finance Committee, the Budget Committee, the Trustees, and the Church Foundation, and will provide regular reports, analysis, and recommendations to all diocesan staff teams, the Diocesan Council, and the Procter Center. The Canon and their team will also interface with members of the diocese, especially treasurers, administrators, and clergy in congregations for ongoing support and to equip for greater financial stewardship and management.

The Canon for Finance + Operations reports directly to the Bishop and supervises three full-time staff members:

- » **Controller** (*interim*)
- » **Senior Accountant** (*full-time*)
- » **Bookkeeper** (*part-time*)
- » **Payroll + HR Administrator** (*interim*)

## Compensation + Benefits

The salary range for this position is **\$140,000-\$150,000**. The Episcopal Diocese of Southern Ohio offers a generous benefits package that includes:

- » Medical, Dental, and Vision Insurance (30 days after the Employee's date of hire or date of eligibility).
- » Group Life Insurance (AD + D included)
- » Short- and Long-term Disability Insurance
- » Defined Contribution Plan (Lay staff), Defined Benefit Plan (Pension Plan for Clergy), Defined Benefit Plan (Pension Plan for Lay staff). *Note: clergy staff will have pension assessments paid to the Church Pension Fund as prescribed by the Constitution and canons of The Episcopal Church.*
- » Time off: (*PTO includes vacation, sick, and personal leave*)
  - For Lay employees, 25 days of accrued PTO through 5 years of service; 30 days for 6-10 years, 35 days for 11+ years, prorated for the first year.
  - For Clergy, 31 days of accrued PTO.
- » Other leave:

- Parental Leave, Bereavement Leave, Military Leave and Re-Employment, Voting Leave, Jury Duty, and Leaves of Absence.
- Sabbatical Leave for Clergy (typically 2 weeks for every year of service, eligible after the third year in conversation with the immediate supervisor and with permission of the Bishop).
- » 14 Observed Holidays.
- » Continuing Education Benefit.
- » Employee Assistance Program Benefit.
- » Domestic Partner Benefit.

As a reflection of our firm's commitment to equity and equal pay for all, Cooper Coleman requires that salary ranges or salary starting points be published for every search we conduct. The practice of not posting salaries perpetuates the gender and racial wage gap and discriminates against women, people of color, and other historically excluded populations by causing individuals to negotiate from a disadvantaged starting point.

## Submission Instructions *(read carefully)*

[Cooper Coleman](#) is leading this search on behalf of the Episcopal Diocese of Southern Ohio. All expressions of interest should be sent to Johnny Cooper at [johnny@coopercoleman.com](mailto:johnny@coopercoleman.com).

**A cover letter is not required with your initial application but is welcome to help us understand your fitness for and interest in this role during our initial evaluation.** Candidates invited for interviews will be asked to provide a thoughtful letter of interest indicating their specific qualifications for the opportunity, desire to join the Episcopal Diocese of Southern Ohio, and connection to its mission.

*Cooper Coleman LLC is committed to providing equal employment opportunities to all qualified candidates and will refer candidates without regard to race, color, religion, national origin, sex, sexual orientation or identity, age, ability, veteran status, or any other legally protected basis.*

## Location + Travel Expectations

**This position is based in Cincinnati, OH,** with an expectation of three days each week working onsite. Occasional travel is expected throughout the Diocese and beyond.

## About Greater Cincinnati

Cincinnati, Ohio, is an attractive destination for professionals seeking career opportunities in a vibrant and affordable urban setting. The city is home to seven Fortune 500 companies, including industry leaders such as Kroger, Procter & Gamble, Fifth Third Bank, Western & Southern Financial Group, Cincinnati Financial, Cintas, and American Financial Group. This concentration of major employers offers a diverse range of job opportunities across various sectors.

The Cincinnati metropolitan area boasts a population of approximately 1.8 million, reflecting steady growth and a dynamic community. Residents enjoy a cost of living notably lower than the national average, with affordable housing options and a variety of amenities. The region's economy is bolstered by significant investments in infrastructure and development, contributing to its recognition as a top metro area for business expansion.

Cincinnati also offers a thriving sports culture, with passionate fan bases supporting teams like the Cincinnati Bengals (NFL), Cincinnati Reds (MLB), and FC Cincinnati (MLS). For those who appreciate the arts, the city is home to world-class institutions like the Cincinnati Symphony Orchestra, Cincinnati Ballet, Cincinnati Art Museum, the National Underground Railroad Freedom Center, and the Museum of Natural History & Science, providing rich cultural experiences. Additionally, Cincinnati is known for its excellent healthcare system, ranking highly in national healthcare rankings, and offering top-tier hospitals and medical facilities, including the renowned Cincinnati Children's Hospital.

Within a one-day drive of 60% of the U.S. population, Cincinnati has long been considered a key center for commerce, cultural exchange, and innovation. With its strong economic foundation, diverse employment opportunities, and high quality of life, Cincinnati is a compelling choice for relocation.

## EEO + Commitment to Diversity and Inclusion

The Episcopal Diocese of Southern Ohio is an equal opportunity employer and strives to reflect the rich diversity of God's creation in all aspects of our ministry and operations. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills, and we value diversity as a source of strength and inspiration.

All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, age, religion, disability, sex, sexual orientation, gender identity or expression, marital status, veteran status, or any other status protected by applicable federal, state, or local laws. This policy applies to all aspects of employment, including recruitment, hiring, compensation, benefits, training, promotion, and termination.

We are committed to fostering an inclusive and equitable environment where all employees feel respected, supported, and empowered to contribute to the Diocese's mission to embody the Gospel of Jesus Christ and share in God's transformation of our communities with the Holy Spirit as our guide.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

## Background Checks + Credentials Verification

Before sending your resume for this position, please read it over for accuracy. Cooper Coleman verifies its candidates' employment and academic credentials at the time of offer, and our clients frequently conduct background checks before finalizing an offer.

## Stay Connected with the Episcopal Diocese of Southern Ohio



<https://diosohio.org/>



[@diosohio](https://www.instagram.com/diosohio)



[@diosohio](https://twitter.com/diosohio)



<http://www.facebook.com/DioceseSouthernOhio>

## About Cooper Coleman

Cooper Coleman is a full-service recruiting firm partnering exclusively with nonprofit organizations, foundations, and research and academic institutions to drive meaningful growth. We move organizations *forward* by placing the right leaders in the right roles at the right time, and we help to strengthen management and fundraising capacity to amplify their mission and impact.

Follow us to stay informed of new opportunities.



<http://www.coopercoleman.com/>



<https://www.linkedin.com/company/coopercoleman>