



POSITION OPPORTUNITY

Communications & Technology Manager

Preachers' Aid is seeking a skilled and forward-thinking **Communications & Technology Manager** to design and implement a comprehensive communications strategy across digital and print platforms. This role is responsible for creating compelling content, managing our digital presence, ensuring brand consistency, and administering our donor database. The position plays a key role in strengthening engagement with retired and active clergy, supporting fundraising initiatives, and advancing the mission of the organization.

The ideal candidate is a tech-savvy communicator with excellent writing skills and a strong grasp of modern communications tools. They will be passionate about serving retiring and retired UMC clergy, their spouses, and dependent children; energized by working in a faith-based environment; and appreciative of the mission and structure of The United Methodist Church.

We are looking for a proactive, self-motivated professional who can:

- Strengthen existing communications and expand new initiatives
- Write clearly and persuasively for varied audiences
- Create and manage content for print publications, email campaigns and newsletters, website updates, social media platforms, etc.
- Develop and implement new strategies that may include podcasts, an online calendar/registration system, and a digital resource library
- Work effectively with a range of communications and database tools, including WordPress, Constant Contact, Adobe Creative Suite, DonorPerfect, Google Analytics etc.

The **Communications & Technology Manager** will collaborate closely with the Program Director and Executive Director, report directly to the Executive Director, and serve as a member of the leadership team.

Position Details

- Full-time, exempt
- Based in the IGRC Conference Center office, with occasional remote work from home
- Starting annual salary of \$62,000-68,000
- Benefits include medical insurance, retirement, and paid time off

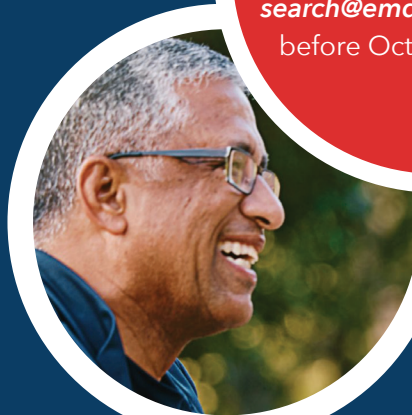


About Preachers' Aid Society & Benefit Fund

Since 1869, United Methodist Church clergy in southern and central Illinois have been supported in their retirement. Preachers' Aid Society & Benefit Fund is committed to the wellbeing of retired clergy and to assisting active clergy prepare for a financially stable retirement. Programs include social connectedness & support, financial stability, and health.

To Apply

Send your resume and a cover letter indicating your interest and qualifications to search@emdconsulting.com before October 29, 2025.



PASBF is a standalone nonprofit agency that is closely affiliated with the Great Rivers Conference of the United Methodist Church.