

**Job Title: Associate for Partner Support and Grantmaking**

**Organization:** Unitarian Universalist Service Committee (UUSC)

**Department:** Programs, Advocacy and Action (PAA)

**Reports to:** Director of Partner Support and Grantmaking

**Grade:** 5 (Bargaining Unit)

**Job Description Summary:**

The Unitarian Universalist Service Committee (UUSC) is a human rights organization that works to advance human rights and economic and environmental justice around the world with an eye-to-eye partnership model that works closely with grassroots organizations.

Guided by UU principles and the Universal Declaration of Human Rights, UUSC strives to advance human rights, dismantle systems of oppression, and uplift and affirm the inherent worth and dignity of all people. We center the voices and experiences of those most affected and strengthen those grassroots groups and movements who are organizing themselves to advance these goals. In order to accomplish this, we offer: Justice Education and Leadership Development, Engagement and Mobilization for Advocacy, and Grantmaking and Partner Support.

The Associate for Partner Support and Grantmaking (the Associate) provides critical administrative, logistical, project management, research, grantmaking, and programmatic support for the Partner Support and Grantmaking (PS&G) team, and at times to the larger PAA department. The Associate is responsible for the day-to-day administrative needs of the team, serves as a back-up for the administration and processing of grants, and provides a range of partner support, including organizing convenings, meetings, and events with partners.

**Essential duties and responsibilities may include, but are not limited to:**

**Administration**

- Filling out, submitting, and retaining copies of documents for the PS&G team to HR and finance. This includes credit card reconciliations, travel request forms, comp time request forms, and others.
- Organizing internal meetings and celebrations for the team, department, or organization, as well as external events. This may include scheduling and organizing meetings and workshops, arranging catering, ordering supplies, taking notes, and providing technological support.
- Tracking budget expenditures and assisting with the annual budget development process.
- Preparing contracts and processing payments for consultants.
- Responding to general inquiries on behalf of the team or department.
- Maintaining subscriptions and memberships for the department.
- Ordering supplies for the department.
- On occasion, providing administrative support to other teams within PAA.
- Potentially overseeing or supporting a shared contacts database.
- Working with the Director of Partner Support and Grantmaking and others to maintain and update systems and processes that maximize efficiency and provide clarity.
- Working closely with other teams and departments across the organization.
- Solicit, organize, and edit internal communication pieces, such as the PAA update and the quarterly board report.

**Partner Support**

- Organizing convenings and events in cooperation with or for the benefit of partners.
- Working closely with the Partnership Officers to provide a range of partner support.

### **Grantmaking**

- Providing administration and grants management back-up support when needed, including processing grant letters, submitting wire transfer forms, and entering information in the grants management database (Fluxx).
- May be asked to prepare grant recommendations, review reports, and communicate with partners.
- Occasionally join calls with partners, take notes, and follow-up.
- If needed, update Fluxx with information about our partners (key documents, notes, etc.).

Perform other duties as needed and as assigned by supervisors, consistent with the roles of the position.

### **The ideal candidate will have:**

- Three to five years of relevant experience required, preferably providing administrative support in a fast-paced, non-profit environment.
- Proficiency with computers, software, database systems, and intranet applications, including experience with the Microsoft Office suite.
- Close attention to detail.
- Excellent verbal and written communication skills.
- Strong interpersonal skills, ability to work independently and as part of a team.
- Ability to multitask in a fast paced, fluid environment.
- Ability to respond to changing priorities.
- Strong organizational and time-management skills.
- Language proficiency in Spanish is strongly preferred.
- Grounding in human rights and Unitarian Universalist principles, and positive identification with UUSC's mission.
- Some domestic and international travel required.
- College degree preferred.

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### **Compensation and Benefits:**

**Starting Annual Salary:** Competitive salary based on experience (starting annual salary between \$52,560 to \$56,500 per year).

**Employment Benefits:** UUSC offers a generous benefits package including: health, dental, and life insurance, STD/LTD, 403(b) tax deferred annuity, retirement plan with 9% of salary contribution to pension plan after 1 year of job retention, flexible spending plans for medical and dependent care, commuter allowance, and generous paid time off.

**Non-Discrimination and Equal Employment Opportunity:** UUSC is highly committed to the principle of equal opportunity in employment. People of color, LGBTQIA individuals, and people from other diverse communities are encouraged to apply.

**Interested candidates may email a cover letter and résumé in confidence to:** [employment@uusc.org](mailto:employment@uusc.org) or mail to: Unitarian Universalist Service Committee (Attn: Director of Human Resources) - 689 Massachusetts Avenue, Cambridge MA 02139.

For more information about the Unitarian Universalist Service Committee, please visit UUSC Website at: [www.uusc.org](http://www.uusc.org)