

**Job Title: Associate Director of Development for Congregation Relations**

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

**Department:** Development Department (DEV)

**Reports to:** Vice President and Chief Development Officer (VP-CDO)

**Grade:** N/A (Managerial Position - Excluding from Bargaining Unit)

**SUMMARY:**

The Associate for Congregation Relations will report to the VP-CDO and is responsible for overseeing UUSC congregational relations and fundraising. The Associate Director (AD) will serve as a key point of contact for UU congregations and ministers, working closely with the Associate for Congregational Giving and other units within the Development Department. The AD will manage and grow the Congregational Liaison network (CL) in order to strengthen current congregational fundraising efforts and deepen the involvement of individual UUSC members and supporting congregations. Working cross-departmentally, the AD will contribute to the overall strategy for congregational outreach. S/he will provide support for volunteers, congregational giving programs, and UUSC membership recruitment. The Associate will also work with the UUSC Board of Trustees and other supporters to expand congregational and member support.

**RESPONSIBILITIES:**

- Oversee all of UUSC's congregational engagement and relationships, coordinating cross-departmentally, especially with the advocacy team;
- Build and deepen relationships with UUSC congregations;
- Work closely with the Associate Directors of Major Gifts and Membership to identify volunteers and engagement opportunities, create written member communications, and coordinate messaging to UUSC supporters;
- Visit with and preach at UU congregations, to educate UUs' about our work, deepen engagement and increase financial support;
- Adapt and integrate UUSC's special campaigns and initiatives into congregational outreach;
- Create and manage a ministerial preaching group to increase UUSC's presence in UU congregations and promote programs;
- Create and manage a congregation steering committee to assist with outreach and engagement;
- Plan congregational events and receptions with ministers, volunteers and donors;
- Serve as key point of contact for UU congregations to help them connect with UUSC programs and advocacy efforts;
- Track congregational interests, activities and engagement;
- Maintain robust system of communication with UUSC's supporting congregations through consistent contact, mailings and newsletters, email and social media;
- Write sermons and create materials for congregations and religious educators;
- Manage the Senior Associate for Congregational Giving Programs (CGP);
- Work with the Sr. Associate of CGP to maintain accurate records in the UUSC database, including documenting visits and actions, correspondence and upcoming engagements;
- Oversee newsletter for Congregational Liaisons and other stakeholders;
- Partner with the Advocacy and Strategic Communications unit to increase engagement and promote advocacy opportunities;
- Promote UU College of Social Justice programs within congregations;
- Coordinate with the Finance Department to monitor revenue from supporting congregations;
- Organize, attend and present at UU Congregation events and workshops;

- Participate in agency and Departmental events and activities and serve as Development's representative, internally and externally, as appropriate;
- Collaborate with the UUA on congregational activities where appropriate;
- Travel for UUSC events and meetings as required, includes some evenings and weekends;
- Perform other duties as assigned or required.

**QUALIFICATIONS:**

- At least 6 to 8 years of professional experience, preferably in a not-for-profit or church environment;
- Demonstrated ability to work professionally in a fast-paced environment, both independently and as part of a team;
- Strong writing, verbal and priority setting skills;
- Experience managing a staff and volunteers;
- Demonstrated ability to form and sustain relationships with donors and volunteers;
- Dependable with excellent organizational and time-management skills. The ability to manage multiple deadlines with attention to detail, accuracy;
- High proficiency in computer skills including Microsoft Office and customer relationship management systems;
- Solid project management, problem-solving, research, editing, and oral and written communication skills;
- Ability to travel and work some nights and weekends for events and meetings;
- Understanding of and having strong commitment to UUSC's mission, the Universal Declaration of Human Rights and Unitarian Universalist Values.

**Compensation and Benefits:**

**Starting Annual Salary:** Competitive salary based on experience (starting annual salary between \$85,000 to \$98,000 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)