

Job Title: Associate for Partner Support and Grantmaking

Organization: Unitarian Universalist Service Committee (UUSC)

Department: Programs, Advocacy and Action (PAA) / Partner Support and Grantmaking Unit (PS&G)

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.

Positioned within the Partner Support and Grantmaking (PS&G) team, the Associate for Partner Support and Grantmaking (the Associate) will have responsibilities related to grantmaking, partner support, impact reporting, event planning, research, writing, and more. The Associate's partner support responsibilities will primarily support UUSC's Climate-Forced Displacement Initiative – currently focused on indigenous communities impacted by rising sea levels in the Pacific Islands, Alaska, and Louisiana – with additional support for UUSC's migrant justice and crisis response initiatives. The Associate will also handle some administrative work for the team and larger department. The position reports to the Director of Partner Support and Grantmaking and works closely with the Senior Partnership Officer for Climate Forced Displacement and the Associate Director for Grantmaking and Impact. The ideal candidate will have experience related to one or more of the following: climate justice, indigenous communities, grassroots organizations, human rights, and the non-profit sector, and should possess strong analytical and administrative skills with a keen eye for detail. Spanish proficiency highly desired.

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

- Working closely with Partnership Officers to provide a wide range of support for partners that may include organizing convenings, researching issues, pulling requested resources together, providing technical assistance, and more.
- Working with a grants management database (currently Fluxx), reviewing grant reports, occasionally entering grant recommendations, and maintaining relevant information about our partners.
- Joining calls with partners, taking notes, and following-up.
- Providing crisis response support, including potentially tracking emerging crises, researching local grassroots organizations, and assisting with grant proposals.
- Providing Spanish translation support as needed, if fluent.
- Working closely with the Associate Director for Grantmaking and Impact, assist with impact assessments, which may include drafting, editing, and/or creating infographics, charts, etc.
- Providing administration and grants management back-up support when needed, including processing grant letters, submitting wire transfer forms, and entering information in Fluxx.
- Preparing basic consulting contracts and processing payments for consultants.
- Providing technology support for the PS&G team: working with Fluxx, including editing and customizing elements of UUSC's grant proposal and reporting forms; potentially overseeing or supporting a shared contacts database; and helping with project management systems like Basecamp.
- Soliciting, organizing, and editing internal communication pieces.
- Working with the Director of Partner Support and Grantmaking, to help track budget expenditures and estimates throughout the year to support the annual budget development process.

Unitarian Universalist Service Committee (UUSC) - Job Description

- May be asked to organize, coordinate, and facilitate 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.
- Providing back up administrative support for the PS&G team and PAA department.
- 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.
- Performing 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 working on climate issues in a fast-paced, non-profit environment.
- Proficiency with computers, grants management software, database systems, and intranet applications, including experience with the Microsoft Office suite.
- Language proficiency in Spanish is strongly preferred.
- 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.
- Ability to handle some domestic and international traveling duties as required.

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 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