

Unitarian Universalist Service Committee (UUSC) - Job Description

Job Title: Associate for Major Gifts

Department: Development (DEV)

Reports to: Associate Director of Development for Major Gifts

Position: Exempt, Full-Time (35 hours/week)

Grade: 5 (Bargaining Unit)

Guided by Unitarian Universalist principles and the Universal Declaration of Human Rights, UUSC is a human rights organization that strives to advance human rights, dismantle systems of oppression, and uplift the inherent dignity and power of all people. We focus our work in three intersectional areas of justice: Migration, Climate Change and Crisis Response. 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. To accomplish this, we offer Justice Education and Leadership Development, Engagement and Mobilization for Advocacy, and Grantmaking and Partner Support.

RESPONSIBILITIES:

Coordination and Administrative Duties

- Provide administrative assistance to the Major Gifts team and institutional leadership.
- Provide assistance to donor steering committees;
- Scheduling meetings and solicitations on behalf of committee members and manage solicitation schedule;
- Create briefing papers and constituent profiles for meetings and events;
- Assist with preparation of proposals, major donor communications and other materials as needed;
- Coordinate mailings, generate major donor acknowledgment and thank you letters;
- Maintain record of proposed, scheduled and past meetings, and track outcomes;
- Update and maintain accurate and consistent major donor records in the UUSC database, including documenting meeting debriefs, correspondence and upcoming actions;
- Track and reconcile income, special gifts and multi-year pledges;
- Coordinate with the Finance Department to monitor income, expenses, process check and payment requests for the Major Gifts unit;

- Provide logistical support and take notes at all relevant committee and donor meetings;
- Frequent interaction with Board Members, major donors, prospective supporters and UU Congregations;
- Participate in agency and Departmental events and activities and serve as Development's representative as appropriate;
- Perform other duties as assigned or required.

Events Planning and Meeting Planning

- Provide technical support and help coordinate Major Donor-related special event and meeting logistics;
- Assist the Development Department Coordinator and the Executive Assistant with preparation for various institutional events;
- Assist with logistics of major donor conference calls and virtual meetings;
- Organize, attend and present at UU Congregational events and workshops, as expected.
- Travel for UUSC events and meetings with major donors as required, includes some evenings and weekends.

Qualifications

- Three to five years of professional experience, preferably in a not-for-profit environment with focus on development and the cultivation of members and major donors;
- Demonstrated ability to work professionally in a fast-paced environment, both independently and as part of a team;
- Dependable with excellent organizational and time-management skills. The ability to manage multiple deadlines with attention to detail, accuracy;
- Ability to maintain donor confidentiality;
- High proficiency in computer skills including Microsoft Office;
- Solid problem-solving, research, editing, and oral and written communication skills;
- Ability to travel and work some nights and weekends for donor 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

Competitive salary - based on experience.

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

Non-Discrimination and Equal Employment Opportunity

UUSC's mission affirms and celebrates the inherent dignity and power of every person. We are committed to creating a diverse and talented team to achieve that mission. UUSC is an Equal Opportunity Employer and is committed to the full inclusion of all. UUSC is deeply committed to ensuring that our organizational culture, policies, and employment practices embody equity and justice.

Interested candidates may email a cover letter and resume to employment@uusc.org

Or mail to: Unitarian Universalist Service Committee
Att: Human Resources
689 Massachusetts Avenue
Cambridge, MA 02139

For more information about the Unitarian Universalist Service Committee www.uusc.org