

**Job Title:** **Senior Associate for Congregational Support**  
**Department:** Development Department  
**Reports to:** Associate Director of Development for Congregation Relations  
**Grade:** Collective Bargaining Unit – Grade 6

### **Summary**

Working closely with the Associate Director (AD) of Development for Congregation Relations, the Senior Associate for Congregational Support is responsible for administering all UUSC's financial support from UU congregations, including developing strategies, materials, and metrics for congregational fundraising campaigns. One of the Senior Associate's core responsibilities is managing the UUSC's Congregational Liaison (CL) network to strengthen congregational fundraising efforts, deepen the involvement of individual members, and advance UUSC's programs.

The Senior Associate will contribute to the overall strategy for congregational outreach as it relates to the work and programs of the Development Department. This role will provide support for the Congregational Liaisons, congregational giving programs and collections, and membership recruitment. In addition to working with the Associate Director for Congregation Relations, Development staff, and colleagues throughout UUSC, the Senior Associate will collaborate with the Board of Trustees, volunteer and key congregational contacts, and other external stakeholders, to expand congregational and member support.

### **Essential Duties and Responsibilities:**

- Support congregational giving efforts to encourage increased support.
- Manage the implementation of programs such as Guest at Your Table (GAYT)  
This may include:
  - creating and editing promotional materials, such as Stories of Hope brochure with partner profiles, GAYT poster, and worship inserts
  - editing partner and staff videos used in the GAYT program
  - editing worship resources
  - updating website content
  - processing GAYT materials orders and tracking quantities
  - tracking and reporting program income and number of congregations participating
  - interfacing with material order fulfillment site
  - creating of GAYT donation webpages.
- Assist in developing new strategies to enhance and expand Guest at Your Table (GAYT) and congregational campaigns in collaboration with AD for Congregation Relations and UUSC colleagues.

## Unitarian Universalist Service Committee (UUSC) - Job Description

---

- Support the Congregational Liaison (CL) program, to expand congregational engagement and support.

This may include:

- working with AD of Congregation Relations, Development colleagues, and other stakeholders to develop strategies and materials to recruit and orient new CLs;
  - crafting and sending CL newsletters
  - connecting with and supporting CLs via phone or email, Responding to CL requests for materials, programmatic updates, and membership lists; Supporting periodic gatherings or forums for CLs online and in person.
- Develop, implement, and manage the congregation and volunteer recognition program. This may include pulling data to determine congregational award recipients; drafting thank you letters and certificates for review of the President; managing the materials and mailing of awards; uploading list of honorees to website.
  - In conjunction with Development colleagues, the Programs, Advocacy, Justice, and Education department, and UU congregations, contribute to the creation of major congregational and fundraising programs and lead the implementation of these programs.
  - Create program content and promotional materials for congregational giving programs in collaboration with AD of Congregation Relations. Manage approval process with PAA and coordinate with vendors for services related to these materials.
  - Draft and send acknowledgement letters in response to congregational gifts.
  - Contribute toward member communications strategies and develop membership materials for distribution at congregations in conjunction with the Development team and colleagues from the Advocacy and Strategic Communications teams
  - Working closely with the VP for Development and the AD for Congregation Relations to ensure all congregational giving programs are staffed, when possible
  - Travel to congregations to assist with congregational giving programs, as needed
  - Represent UUSC at congregation-based speaking events and workshops; promote congregational programs at major fundraising events as needed
  - Create and conduct post-program surveys and reviews
  - Manage congregational data in Salesforce:  
This includes assessing and improving the ways we store, gather, and categorize congregational data, creating congregational reports to assist with staff visits, creating lists for mailings and reports as needed, updating Salesforce with new congregational information as needed.
  - Perform other duties as assigned

### **Qualifications**

- At least five years of relevant experience working with volunteers or external constituents.
- Strong understanding of the Unitarian Universalist structure preferred (for example - congregations, the UUA, the approach to ministry and faith, and UUA districts)
- Understanding of and having strong commitment to UUSC's mission

## Unitarian Universalist Service Committee (UUSC) - Job Description

---

- Strong interpersonal and customer service skills working with people from all backgrounds
- Excellent organizational and multi-tasking skills; demonstrated ability to handle a variety of tasks simultaneously and work independently
- Strong written and oral communications skills
- Ability to administer web-based communication
- Demonstrated proficiency with Word, Excel, Access, Salesforce, and Microsoft Office and experience with Survey Monkey, Adobe InDesign, and Pardot (or similar tools)
- Bachelor's degree, or commensurate lived or work experience
- Able to work some evening hours and weekends as required for events
- Willingness and availability to travel as needed

### **Compensation and Benefits**

Starting Annual Salary: Competitive salary based on experience

Employee 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 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 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 [www.uusc.org](http://www.uusc.org)

## Unitarian Universalist Service Committee (UUSC) - Job Description

---