

**Updated:** December 2, 2020  
**Title:** Congregational Giving Assistant  
**Staff Group:** Stewardship and Development  
**Reports To:** Congregational Giving Officer  
**Location:** Boston, MA (onsite)\*  
**Grade:** 9, Full-time with benefits

### Purpose

To provide general administrative support to the Annual Program Fund (APF), the congregational giving program of the UUA, as well the Congregational Giving Director. To act as a key member of a front facing team providing patient and accurate phone and e-mail support. To generate reports, provide data on congregational giving activity, support event management, produce mailings and other communications, and manage data related to congregational giving. To represent our Association and to be an advocate for support of APF.

### Principal Responsibilities

1. Provides administrative support for Congregational Giving Director and APF Gift Officers.
2. Maintains congregational data in Raiser's Edge and other UUA platforms.
3. Produces APF reports for use by Gift Officers and other UUA staff and volunteers.
4. Coordinates production and mailing of APF-related communications.
5. Processes pledges promptly and accurately.
6. Performs gift processing as part of support team.
7. Answers constituent questions regarding Annual Program Fund.
8. Maintains guest lists, gathers and prepares registration materials, and performs other duties as assigned for events.
9. Provides meeting preparation support for APF meetings.
10. Provides calendaring and scheduling support for Giving Director and Gift Officers, including travel arrangements and expense report preparation.
11. Coordinates resources needed for General Assembly (annual gathering in late June) in collaboration with other Stewardship and Development staff.
12. Performs other duties as requested by supervisor, the Congregational Giving Director, the Director of Stewardship and Development, the Executive Vice President, or the President.

### Qualifications

This is a Grade 9 position (expected hiring range \$37,000-\$45,700 depending on experience). Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. Requirements include:

- A minimum of one year of administrative support experience.
- Ability to organize and prioritize work.
- Strong communication skills and customer service orientation.

- Data entry experience required; knowledge of Raiser's Edge desirable.
- Advanced proficiency in Microsoft Office (especially Word, Excel, PowerPoint, Teams, and Outlook.)
- Ability to present information concisely and effectively, both verbally and in writing.
- Attention to detail.
- Familiarity with social media platforms; ability to post content.
- Comfortable using video conferencing platforms (such as Zoom).
- Understanding of issues around anti-racism, anti-oppression, and multiculturalism.
- Work or lived experience with communities of color or indigenous peoples is of particular value.
- Eagerness to work in an organization in which the dismantling of white supremacy is a high priority.

\* **IMPORTANT:** During the time of the COVID-19 pandemic, the Boston offices of the UUA remain closed, and as such, this will be a work-from-home position until our offices reopen.

### **How to Apply**

People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. The UUA is committed to developing a diverse and talented staff team. If you are excited about this role, but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply. Send cover letter and résumé—indicating "Congregational Giving Assistant" in the subject line—via e-mail to [careers@uua.org](mailto:careers@uua.org), via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. E-mail submissions preferred.

### **About the UUA**

The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston's waterfront Fort Point Innovation District with offices in Washington, DC and at the United Nations in New York City. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice. Our normal workweek is 35 hours, we pay 80% contribution towards health insurance premiums, 11% towards retirement (after one year), and have generous paid time-off policies. We are a great place to work and we value diversity. The UUA is an Equal Opportunity Employer and is committed to the full inclusion of all. As part of this commitment, the UUA will ensure that applicants and staff with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Office of Human Resources at (617) 948-4648 or [humanresources@uua.org](mailto:humanresources@uua.org). For more information on the UUA, visit us online at [UUA.org](http://UUA.org) and [uuworld.org](http://uuworld.org).

### **Support for the Mission and Values of the Association**

The Unitarian Universalist Association is a progressive and historic religious denomination. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at the UUA, all UUA staff members are expected to perform their job duties in accordance with the UUA's values, principles and mission. In particular the following points, drawn from the Seven UU Principles, are of particular importance for the UUA's work environment and staff culture:

- The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and

denies human dignity, and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.

- Justice, equity and compassion in human relations, and the goal of world community with peace, liberty and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ equity, racial justice, climate justice, gender equity, and reproductive justice.
- The interdependent web of existence: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, ableism, environmental exploitation, and other interrelated systems of marginalization.