

**Updated:** September 12, 2021  
**Title:** Director of Equity, Inclusion, and Change  
**Staff Group:** Administration, Office of the President  
**Reports To:** Executive Vice President  
**Location:** Open  
**Grade:** 15, full-time with benefits

### **Purpose**

To act as a thought-leader within Unitarian Universalism to guide, coordinate, and align efforts within the Unitarian Universalist Association to create an anti-oppressive, fully inclusive faith community. As a senior-level position within the UUA focused on equity and inclusion, to act as member of all staff leadership teams and to work closely with other senior elected and appointed leaders in the UUA. To embody an ethos of shared leadership to shape organizational and cultural change efforts towards implementing recommendations from the Commission on Institutional Change. To help Unitarian Universalists at all levels and from all backgrounds and identities understand, invest, and participate in the ongoing efforts to create a faith community where all can thrive.

### **Principal Responsibilities**

1. Exercises high-level leadership through advising, strategizing, collaborating, and communicating to guide the Association on the path of creating a fully inclusive, anti-oppressive faith that embodies the “beloved community.” Leads efforts to map and define the pathway for organizational culture change. Helps deepen UU understanding of the theological and ethical imperatives for equity, inclusion, and anti-oppression. Follows and engages the discourse on institutional diversity, equity, and inclusion (DEI) work in the broader social change industry space. Acts as a resource to other UU organizations also working on implementing DEI priorities and practices in their organizations.
2. Convenes the Justice, Equity, Diversity, and Inclusion (JEDI) cross-staff team which leads workplace culture change. Regularly communicates with all staff about ongoing efforts to create a workplace where people of all identities and backgrounds can thrive. Collaborates with Director of Human Resources and new HR Staff Relations and Learning Director in implementing changes and practices identified by the JEDI team. Engages JEDI consultants and supervises JEDI administrator.
3. Works closely with President, Executive Vice President, and Project Manager in the Office of the President to design and monitor accountability metrics for the UUA’s anti-racism, anti-oppression, and multiculturalism (AR/AO/MC) work. Supports the consistent and coherent implementation of the 2020 report and recommendations of the Commission on Institutional Change across all staff areas. Acts as primary staff liaison to future UUA Accountability Commission (currently in design phase). Collaborates with the Director of Communications, Communications staff group, and others to do internal and external storytelling with UUA members, leaders, constituents, and partners about the UUA’s transformation journey.
4. Sits on Executive Advisory Group, Staff Group Directors Council, and Mission Alignment Team to advise and guide overall UUA work with anti-racism and full inclusion goals; participates in HR and workplace policy development.
5. Supports and strategizes with UUA leaders to engage and implement the UUA’s AR/AO/MC commitments; collaborates with UUA liaisons to partner groups to ensure the UUA is invested in mutual, covenantal relationships to support our shared value commitments.
6. Perform other duties as requested by supervisor or the President.

### **Qualifications**

This is a Grade 15 position (expected hiring range \$100,000-\$130,000 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:

- Expected 10-15 years of relevant professional leadership experience in faith-based, non-profit, government, and/or academic settings, including supervision and executive-level experience.
- Exceptional analysis of systems of oppression relating to race, gender, ability, sexuality, and other key dimensions of identity. Strong demonstrated ability to connect this systemic analysis to organizational and community development. Successful candidates will likely already be recognized as a leader in these areas.
- Deep understanding of Unitarian Universalism and the dynamics of faith communities.
- Embodies an ethos of partnership and shared leadership. Recognizes that creating inclusive communities is everyone’s responsibility, approaching collaboration with other leaders with care, sensitivity, and mutuality. Able to form successful collaborative relationships with a wide range of people.

- Holds a spirit of resiliency for the journey of transformation. Can openly share learnings from past experiments or failures.
- Exceptional skills in managing change, collaborating, leading diverse teams, delegating tasks, and aligning operations with mission and strategy.
- Excellent interpersonal, communication, and conflict negotiation skills.
- Comfort with acting as a public faith leader with a sense of inner spiritual grounding. Status as an ordained minister is not required.
- Demonstrated skill set with leading organizational change to counter systems of oppression and cultural marginalization, and with promoting a staff culture of intercultural fluency and humility.
- Demonstrated experience in analyzing, managing, and teaching complex systems dynamics. Knowledge and experience of group and organizational change patterns.
- Work or lived experience with Black, Indigenous, and People of Color is essential.
- Must be committed to working in an organization in which dismantling of white supremacy, patriarchy, and imperialism is a high priority.
- Exceptional judgment and discretion in acting on a wide range of sensitive topics, including personnel matters.
- Bachelor's degree expected, and master's degree in a relevant area preferred (e.g., management, theology, education), but note that this qualification can be met as a result of other professional, educational and lived experience.
- Proficiency in the Microsoft Office Suite (Excel, Outlook, PowerPoint, and Word).
- Comfortable with using social media, Google Suite, and other web-based applications, Zoom virtual meeting software, and other emerging communications and remote learning technologies.
- Periodic travel and weekend work is required (a few times per year).
- Residency in the continental United States is required.

### **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 “Director of Equity, Inclusion, and Change” 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. 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, 10% 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.