

**Updated:** January 20,2022  
**Position Title:** President and Chief Executive Office of the Unitarian Universalist Association  
**Staff Group:** Office of the President  
**Reports To:** UUA Board of Trustees  
**Location:** Boston-preferred  
**Position Type:** Salaried, full time

**Purpose:** The President is the primary public and spiritual leader of Unitarian Universalism within the UUA. The President serves as Chief Executive Officer of the UUA under policy-based governance, with responsibility for implementing the Association’s mission and Aspirations/Ends as set by the Board of Trustees, including the recommendations of the Commission on Institutional Change’s report [Widening the Circle of Concern](#). The President has primary responsibility for the strategic leadership of the Association and its staff, is empowered to speak for the Association in alignment with policies and priorities, and has a substantial role to play in fundraising. The President is responsible for leading in alignment with UU values and ethical leadership.

The Member congregations of the UUA elect the President to represent and lead our faith on a path to Beloved Community, and to execute the Association’s mission as articulated by the General Assembly and the Board of Trustees. The President must be mindful that, “the governance of the Unitarian Universalist Association allows a Board of Trustees and a president to take separate directions, and this makes it difficult to make systemic change. Yet we live in a time when systemic change is essential and cooperation among all leaders is necessary to move toward being an authentically inclusive, mission-focused faith grounded in the values of our religious heritage.” (Commission on Institutional Change’s Findings Related to the Southern Regional Lead Hiring Decision, Spring 2017, hereinafter “Commission Findings”).

The President must possess an “understanding of power and privilege as well as a sense of urgency around transforming the Association.” (Commission Findings). The President should **embrace** “centering the voices of the marginalized will be part of becoming whole as a faith and as a people.” (Aisha Hauser, accepting the Angus H. MacLean Award, 2018). The President should lead us to create a Unitarian Universalism that can welcome the questions, gifts, and talents of all who are attracted by this faith tradition.

### **Principal Responsibilities**

1. Acts as the primary pastoral, spiritual and prophetic leader of Unitarian Universalism, including speaking on behalf of the UUA and UU values, and representing UUism in the public square with other faith and justice leaders. Provides a pastoral and ceremonial presence in key moments for the Association and our values, and as able, for our congregations and institutions.
2. Serves as the Chief Executive Officer and is responsible for the effective management and deployment of the resources of the Association in service of its mission, aspirations and priorities. This includes strategic leadership, defining and communicating priorities, supervision and guidance of staff, and resource allocation and budgeting.
3. Works with the press and news media, and contributes to a uniquely Unitarian Universalist social media presence.

4. Strengthens the UUA and UU congregations and institutions by inspiring acts of generosity. Helps set fundraising strategy, engages and solicits major donors to the UUA, and promotes an overall culture of generosity within Unitarian Universalism.
5. Nurtures and sustains strategic relationships with external leaders and groups both within and beyond Unitarian Universalism. This includes peer relationships with leaders of other denominations and religious organizations, including international UUA partners. This also includes peer relationships with presidents and executive directors of other UU and interfaith organizations.
6. The President reports to the Board, which holds accountability for monitoring the President's success in leading the organization in its mission and executing priorities, within the limitations of policy and resources.
7. Leads and sets the strategy for advancing measurably, the ongoing work at the UUA and among other UU institutions to implement cultural transformation, moving towards justice, equity, diversity and liberatory practices, including ensuring implementation of the recommendations of the Commission on Institutional Change's report [Widening the Circle of Concern](#).
8. Expresses personal and professional commitment to counter white supremacy, patriarchy, colonialism and other systems of oppression. Works with marginalized communities within Unitarian Universalism, including Black, Indigenous and People of Color UU communities, women, young people, communities of autistic, neurodivergent, and disabled people, and LGBTQ+ communities.
9. Attends to the overall culture of the UUA workplace. This includes ensuring policies and practices within the UUA that supports our aspiration to be a workplace where all people of all identities can thrive. This particularly includes hiring and personnel practices as well as attention to workplace dynamics and support for justice, equity, diversity and inclusion practices.

#### **Preferred Knowledge and Skills**

- 10-15 years of relevant professional experience, with a preference for work in religious, nonprofit, government, academic or similar environments.
- 5-7 years of experience in management and supervision, with prior executive-level experience in a mid-size or larger organization preferred (e.g., supervising other supervisors). Demonstrated ability to lead diverse, high-functioning teams is required.
- Profound and embodied understanding of Unitarian Universalism, including its history, theologies, and practices.
- Outstanding skills in written and verbal communication, especially with religious, philosophical, justice, and political ideas. Strong preaching and public speaking skills are required.
- Exceptional professional skill set in leading institutions and organizations to become more just, equitable, diverse, and inclusive.
- Successful experience in strategic planning, budgeting, evaluation, and goal setting is expected.
- Commitment to creating an open, equitable and supportive workplace is required.
- Demonstrated ability to build trust and inspire action and collaboration across UU groups and communities. Significant existing relationships with multiple types of UU leaders, groups and communities is expected.
- Must understand the explicit structures and patterns of the UUA as an organization, as well as the implicit dynamics of UU leaders, groups, and histories within the

Association, especially those that have perpetuated white supremacy culture. Prior experience as a staff member or volunteer of the UUA or other national UU organizations is especially valuable.

- Experience leading successful fundraising initiatives, including capital campaigns, major donor solicitation, and motivating small-dollar and grassroots donors.
- Experience and understanding of effective and relational community organizing, political action, issue advocacy and partnership with frontline movements. Willingness to personally engage in direct political action if needed.
- Comfort with acting as a public faith leader, with a sense of inner spiritual grounding. Status as an ordained minister is not required.
- Exceptional personal and professional ethical standards.
- Demonstrated ability to exercise clear leadership in complex and fraught environments; low-ego, non-anxious and trauma-informed leadership style is preferred. Strong emotional and pastoral intelligence and good listening skills are required.
- Bachelor's degree expected, and master's degree in a relevant area preferred (e.g., divinity, theology, nonprofit management, etc.) or possess other applicable professional, educational, and lived experience.
- Working knowledge of Microsoft Office Suite (Excel, Outlook, PowerPoint, and Word), and able to use other online platforms including Zoom meetings.

**Potential nominees must be:**

- A member in good standing of a UUA member congregation (per UUA By-Laws).
- Resident of the United States
- At least 18 years of age (per MA law).
- Able to travel extensively and work both weekdays, weekends, and evenings.
- Able to spend a significant amount of time in Boston.

## **Compensation and Benefits**

### **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, 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.