

Updated: September 22, 2023; *apply by Friday, October 20 for priority consideration*
Title: Vice President for Program and Ministries
Staff Group: Administration
Reports To: President
Location: Flexible
Grade: 17, full-time
Hours/Week: Full Time (35 hrs/week)

Purpose

To oversee and coordinate the UUA's primary programs and ministries in alignment with the UUA's mission to equip congregations for vital ministry, support and train leaders, both volunteer and professional, and advance UU values in the world. To act as a member of the Executive Team and help lead the UUA staff to achieve the UUA's mission, values, and aspiration to be an imaginative, liberatory and anti-oppressive organization where people of all backgrounds and identities can thrive. To help Unitarian Universalism be a force for its core values and principles through the UUA's partnerships and local faith communities, amid a rapidly shifting religious landscape and a time of rising fascism and oppression in the wider world. As a Vice President, this position will be recommended by the President and appointed by the UUA Board of Trustees.

Principal Responsibilities

1. Supervise the Directors of the core programmatic staff groups: Ministries and Faith Development, Congregational Life, and Organizing Strategy/Side With Love. Work with these staff groups to clarify their distinct and collective values, goals, and objectives, and with their leaders to effectively manage their staff teams and budgets.
2. Develop and lead collaborative, cohesive strategies across the UUA's core mission and programs for key emerging and adaptive issues around anti-racism/anti-oppression/multiculturalism, justice organizing and frontline movement partnership, leadership development, professional pathways, ministry to/with children, youth and families, and congregational sustainability, resourcing and thriving. Support program managers in breaking down silos and nurturing collaboration between departments and teams, responding to emergent situations, designing programs for mission and impact, and evaluating feedback, data and assessments.
3. Act as member of UUA Executive Team alongside the President, Executive Vice President, Chief Financial Officer and other senior executives. Together, ET will collaborate to hold core messaging, strategy, budget, planning, analysis and management for the Association.
4. Collaborate with Communications and Stewardship and Development, and guide programmatic staff groups in doing the same, to ensure the ministries and programs of the UUA are accessible, well-represented and catalyzing support and engagement from Unitarian Universalists.
5. Supervise high priority cross-staff special projects, initiatives and campaigns. Work closely with the Organizing Strategy Director on organizing campaigns, to ensure the wider UUA is connected to these initiatives.
6. Manage the UUA's participation in the College of Social Justice as a joint initiative with the UU Service Committee, and support collaboration and partnership with UUSC across the UUA.
7. Foster interorganizational relationships and build strategic partnerships with a range of UU, faith-based and secular organizations who have allied missions and goals. Provide support and guidance to UUA staff liaisons with related organizations as needed. Represent the UUA in public and interorganizational spaces, as needed.
8. Performs other duties as requested by the President.

Qualifications

This is a non-exempt Grade 17 position (expected hiring range \$140,000-160,000 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:

- 10-15 years of professional experience in Unitarian Universalism and nonprofit, academic, government, business or other similar faith communities.
- Supervisory experience, with the demonstrated ability to effectively lead diverse teams and develop leaders at multiple levels
- Strong skills in planning, strategy, program design and evaluation.

- Outstanding skills in written and verbal communication, as well as facilitating difficult conversations and holding organizational relationships
- Experience in developing communication and fundraising plans and campaigns is of high value.
- Comfort with acting as a public faith leader, with a sense of inner spiritual grounding. Status as an ordained minister is not required.
- Personal and professional commitment to counter systems of oppression and cultural marginalization, and to promoting a staff culture of intercultural fluency and humility. Worked or lived experience with communities of color or indigenous peoples is of particular value.
- Exceptional ethical standards and discretion in working with personal, professional and sensitive information.
- Bachelor's degree expected, and master's degree in a relevant area preferred (e.g. business, theology, -nonprofit or philanthropic management), but note that this qualification can be met as a result of other professional, educational and lived experience.
- A professional UU credential is preferred (ministerial fellowship, religious education credential, music leadership certification, etc.)
- Proficiency in the Microsoft Office Suite (Excel, Outlook, PowerPoint, and Word).
- Comfort with using social media, Google Suite and other web-based applications, Zoom virtual meeting software, and other emerging communications and remote learning technologies.
- Regular travel and weekend work is required, including attendance at the annual General Assembly.
- Residency in the United States is required.
- Must be a current member of a UU congregation.
- A full course of the COVID-19 vaccine is required for all UUA staff.

* Location is open in the continental United States. You should have easy access to a major airport due to the travel requirements of this position.

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 “Job Title” in the subject line—via email to careers@uua.org, via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. Email 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. For more information on the UUA, visit us online at UUA.org and 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.