Purpose
To provide administrative support to the Stewardship and Development staff team of the UUA, including first response to donor questions and needs. To coordinate team projects and gatherings, such as annual updates to the UUA donor wall, logistics for staff meetings and retreats, and updates to Stewardship and Development web pages. Supports team connection and cohesion by helping with the planning of celebrations and coordinating internal communications.

Principal Responsibilities
1. Responds to inquiries that come through the Stewardship and Development general email inbox and phone line, either by addressing questions directly or forwarding to another member of the staff team. Typical inquiries include updates to contact or giving information and requests for information about how to contribute to the UUA.
2. Supports team cohesion and connection by scheduling monthly staff meetings, taking and distributing meeting notes, assisting with the planning of annual or bi-annual staff retreats, ordering supplies, coordinating some internal communications, and supporting celebrations of staff milestones.
3. Coordinates team-wide projects, such as annual updates to Stewardship and Development web pages, periodic updates to the UUA donor wall, staffing coverage planning for the winter break, and the annual holiday card mailing. Project responsibilities will vary from year to year.
4. Helps with gift processing tasks as needed.
5. Performs other duties as requested by supervisor, the Executive Vice President, or the President.

Qualifications
This is an exempt Grade 9 position (expected hiring range $47,000–$54,000 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:

- Applicants should be able to work well both independently and as part of a team and must have demonstrated project management skills. Must be able to build relationships with a variety of individuals and audiences graciously, and manage sensitive, confidential information with discretion and attention to detail.
- Excellent interpersonal and strong written communication skills are expected. Enthusiasm for fundraising and the mission of the Unitarian Universalist Association is required. Direct experience with Unitarian Universalism is helpful but not necessary.
- Our ideal candidate will be proficient in the use of the Microsoft Office Suite (Excel, Outlook, PowerPoint, and Word). Must be familiar with (or willing to learn and use) our Customer Relationship Management (CRM) tools and Canva (or other design software).
- Periodic travel (up to 7 days/year) is required. Availability to work onsite at UUA headquarters once a week or more preferred.
- Understanding of issues around anti-racism, anti-oppression, and multiculturalism.
- Work or lived experience with BIPOC communities is of particular value.
- Eagerness to work in an organization in which the dismantling of white supremacy is a high priority.

* 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 “Stewardship and Development Office Assistant” 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.

As part of this commitment, the UUA will ensure that applicants and staff with disabilities are provided reasonable accommodations to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment.