

**Updated:** January 1, 2024  
**Title:** Donor Engagement Officer  
**Staff Group:** Stewardship and Development  
**Reports To:** Director of Stewardship and Development  
**Location:** Boston, Massachusetts (onsite optional) preferred  
**Grade:** 12, full-time  
**Hours/Week:** 35

### **Purpose**

To increase financial support for the Unitarian Universalist Association (UUA) and its strategic initiatives through the development and stewardship of a highly functioning donor portfolio. To strengthen donor relationships with UUA staff and advance support for UUA initiatives by coordinating and executing events, as needed.

### **Principal Responsibilities**

1. Develops a highly functioning donor portfolio, using established UUA practices to identify prospective mid-level or major gift donors and reach out to assess donor inclination to be in active relationship with a UUA gift officer.
2. Stewards donor portfolio through a range of planned monthly activities and touch points, including: clarifying annual giving goals, reporting back on issues of known interest to donors, preparing annual asks, and thanking donors.
3. Maintains donor records to reflect all relevant activity and information.
4. Engages in ongoing learning about the UUA and its programs, staff, and initiatives, with the goal of being an effective support for donors as they make giving decisions and an effective ambassador for the UUA's strategic priorities.
5. Engages in ongoing professional development through regular (approximately bi-weekly) review of materials developed by fundraising professionals and periodic (approximately bi-annual) attendance at workshops and/or conferences.
6. Plans and executes special events designed to strengthen constituent relationships with UUA staff and grow financial support for the UUA and its initiatives. Event planning includes: scheduling, invitations and guest lists, preparation of programs and materials, coordination with UUA staff teams within and beyond Stewardship and Development, and coordination with outside vendors including caterers, guest speakers and venues. The event planning portfolio may be held primarily by one of two Donor Relations Officers, in which case they will hold a reduced number of constituents in their individual donor portfolio.
7. Develops fundraising materials, including marketing pieces, governing documents, donor proposals and reports, in collaboration with other members of the Major Gifts team.
8. Performs other duties as requested by supervisor.

### **Qualifications**

This is an exempt Grade 12 position (expected hiring range \$60,000-\$70,000 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:

- Minimum 3 years' professional fundraising experience.
- Minimum 2 years' experience working with congregations, religious professionals and/or lay leaders.
- Minimum 3 years' event planning experience to support an event planning portfolio which includes curating and designing invitations, crafting programs including multi-day workshops and events, working with outside vendors including caterers, hotels, etc.
- 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 must manage sensitive, confidential information with discretion.
- Excellent interpersonal and written communication skills are expected. Enthusiasm for fundraising and Unitarian Universalism is required. Direct experience with the Unitarian Universalism is preferred.
- Our ideal candidate will be proficient in the use of the Microsoft Office Suite (Excel, Outlook, PowerPoint, and Word) and must be willing to learn and use our Customer Relationship Management (CRM) tools.
- Periodic travel (up to 15 days/year) is required. Ideal candidate will be available to work onsite at UUA headquarters up to 10 days/year.
- Special preference will be given to candidates with event planning, communications, or legacy giving experience.

- 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 “Donor Engagement Officer” 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).

Proof of a full course vaccination against COVID-19 is a requirement of employment, in alignment with the UUA’s commitments to science and equity, protecting those who are most vulnerable. Medical exemptions are considered upon recommendation from a provider.

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.

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.