Purpose

The Senior Communications Manager will be responsible for developing and executing comprehensive communications plans to advance narrative and organizing priorities.

Principal Responsibilities

- Provides guidance and support in aligning program messaging with organizational narrative strategy
- Develops and implements communication plans to support organizing goals
- Provides coaching and supervision to staff through scheduled check ins, recruitment and performance reviews
- Supports the organizational wide budget process
- Drafts and edits communications materials and content, including social media copy and toolkits, talking points, newsletters, press releases, web copy, and other resources
- Works closely with spokespeople to elevate their voices and perspectives through blogs, op-eds, video scripts, and other materials
- Develops digital and narrative strategies to engage and activate constituents
- Crafts high-quality written content, including speeches, articles, and other materials
- Collaborates with UUA Communications and Stewardship & Development departments to ensure consistent messaging across the organization
- Fosters relationships with key stakeholders to gather relevant information and insights for communication initiatives
- Formulates and implements a succinct and effective cross-platform content strategy
- Performs other duties as requested by supervisor, the Executive Vice President, or the President.

Qualifications

This is an exempt position with a salary midpoint of $72,900. Compensation may vary based on factors such as experience, qualifications, and geographical location, with offers potentially ranging from 10-15% higher or lower than the midpoint. Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. Requirements include:

- Bachelor’s degree or equivalent
- Minimum of 5 years of experience in communications
- Excellent written and verbal communication skills, with meticulous attention to detail
- Strong strategic thinking and problem-solving abilities, with the capacity to translate complex ideas into clear and concise messages
- Proficiency with popular content management systems
- Creativity and the ability to develop original content
- Strong strategic thinking and problem-solving abilities, with the capacity to translate complex ideas into clear and concise messages
- Knowledge and understanding of Unitarian Universalism; ability to speak and write confidently about Unitarian Universalism, preferred
- Ability to work independently and collaboratively in a fast-paced environment
- Understanding of issues around anti-racism, anti-oppression, and multiculturalism
- Eagerness to work in an organization in which the dismantling of white supremacy is a high priority

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 “Senior Communications Manager” in the subject line—via e-mail to careers@uua.org.

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 Department of Human Resources at careers@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. All UUA staff members are expected to perform their job duties in accordance with the UUA’s values, principles, and mission. Unitarian Universalism puts love at the center of our commitments, which embrace the Shared Values of justice, equity, transformation, interdependence, pluralism and generosity. The following points drawn from these Shared Values are of particular importance for the UUA’s work environment and staff culture:

- Pluralism and generosity: 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 and equity: 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.
- Interdependence and transformation: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, environmental exploitation, and other interrelated systems of marginalization.