

Updated: April 1, 2024
Title: Senior Communications Manager
Staff Group: Organizing Strategy Team
Reports To: Organizing Strategy Team Director
Location: Open*
Grade: 13, full-time
Hours/Week: 35

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 Grade 13 position (expected hiring range \$56,000-\$71,500 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:

- Bachelor's degree or equivalent
- Minimum of 4 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

* 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 “Senior Communications Manager” in the subject line—via e-mail to 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. 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.