



Updated: May 10, 2018
Position Title: Executive Vice President
Staff Group: Administration
Reports To: President
Location: Boston
Grade: 18, full-time

Purpose

Serves as chief operating officer of the UUA, overseeing staff and administrative operations to carry out the mission of the UUA in alignment with its policies and core values, and to create an effective, impactful, justice-centered, anti-oppressive and covenantal organization. Works closely with the President in the overall management of the Association.

Principal Responsibilities

1. Leads and coordinates the work of all UUA staff groups to ensure their work is aligned with the mission and principles of the Association. Develops, interprets and implements policies; oversees strategic plans, objectives, budgets, and staff structures. Convenes the Leadership Council and All-Staff meetings.
2. Supervises staff group directors (including Ministries and Faith Development, Congregational Life, Communications, Multicultural Growth and Witness, Human Resources, Communications and International staff groups) and the Executive Assistant to the Executive Vice President, and jointly supervises the Director of the College of Social Justice in collaboration with their UUSC counterpart.
3. Collaborates with the President in presenting and addressing programmatic, policy and administrative issues with the UUA Board of Trustees. Works with the Co-Moderators and other Board members in coordinating the work of the Board with the work of the staff as the lead staff liaison. Serves as Recording Secretary of the UUA Board.
4. Acts as a UUA representative, including at public events. Maintains contact and relationship with a wide variety of leaders, organizations and committees. Acts on behalf of the President when they are unavailable.
5. Works with the Treasurer and the Director of Stewardship and Development to support the financial health of the Association through the annual budget process, quarterly financial reviews, administration of fiscal controls and authorizations, and fundraising activities, ensuring that financial and administrative operations are aligned with the UUA mission and principles. Supervises organizational risk management as a member of the Audit Committee.
6. Works with the Director of Congregational Life and the Congregational Life Leadership Team to support Unitarian Universalist congregations and communities, and to connect them to one another and the UUA.
7. Works with the Special Advisor to the President for Inclusion, Equity and Change and with the Director of Human Resources to create a human-centered and anti-oppressive organization, including the development and implementation of personnel policies and programs and the intentional shaping of organizational culture.
8. Coordinates the work of legal counsel.
9. Assumes additional responsibilities as requested by President.