

Updated: June 12, 2018
Position Title: International Office Director
Staff Group: International Office
Reports To: Executive Vice President
Location: Boston, MA, New York, NY, or Washington, DC preferred
Grade: 14, full-time (benefits eligible)

Purpose

To cultivate and advance relationships with international Unitarian/Universalist, interfaith, and social justice partners on behalf of the UUA to dismantle systems of oppression and imperialism, and to support the strength and diversity of global Unitarian Universalism. To oversee the work of the International Office, including the UU-United Nations Office and the Holdeen India Program to carry out this purpose.

Principal Responsibilities

1. Leads the International Office in engaging leaders and congregations throughout the Unitarian Universalist Association in opportunities for deepening their faith, developing cross-cultural skills and awareness, advancing global justice and liberation through relationships with international Unitarian/Universalist entities and leaders and grounded in UU theology and principles.
2. Supervises the staff of the International Office, including the Programs Administrator, the Engagement Associate, the United Nations Office Director, and the Holdeen India Program Director. Manages strategies, priorities, resources, communications, and budgets for the International Office, including administrative arrangements for the Holdeen Trusts.
3. Cultivates and maintains relationships and shared initiatives with Unitarian/Universalist organizations around the world, including with the International Council of Unitarians and Universalists (ICUU) and the Unitarian Universalist Partner Church Council (UUPCC). Oversees the implementation of memoranda of understanding with affiliated UU international groups and international interfaith groups. Facilitates ongoing effective communication with leaders of these groups.
4. Represents the UUA in the international arena when called upon and to raise awareness and understanding of the international work of the Association. Coordinates and manages the UUA Ambassador Corps, who act as direct liaisons to Unitarian/Universalist groups and leaders in other countries.
5. Oversees coordination between International Office staff and programs and other UUA staff groups to ensure the International Office is aligned with the overall mission and operations of the UUA, including its strategic goals of public prophetic ministry and key intersectional priorities. Engages with other domestic UU organizations and partners who have international roles to promote alignment and opportunities for shared work.
6. Coordinates and provides support, as possible, to emerging Unitarian/Universalist groups across the globe, in partnership with the ICUU.
7. Performs other duties as requested by the supervisor or the President.

Qualifications

Note that qualifications can be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. Requirements include:

- Strong understanding of Unitarian Universalism, including 5-10 years of experience with UU congregations or organizations.
- Deep experience with international engagement, anti-colonialism and cross-cultural relationship building; experience living abroad is preferred. Demonstrated ability to build and maintain relationships with leaders at multiple levels in peer organizations.
- Comfort with acting as a public faith leader, with a sense of inner spiritual grounding. Status as an ordained minister is not required.
- Excellent interpersonal, communication, and diplomatic skills. Substantial writing and public speaking experience.
- Commitment to organizational creativity and interdependence, and to advancing the beloved community within Unitarian/Universalism in a range of global contexts.
- Demonstrated expertise in countering systems of oppression and cultural marginalization and leading with intercultural fluency and humility. Worked or lived experience with communities of color or indigenous peoples is of particular value. Willingness to work in an organization in which the dismantling of white supremacy is a high priority.

- Strong skill set in managing complex budgets and administrative requirements; experience working with cross-organizational legal arrangements, grant-making and/or endowments preferred.
- Significant experience with team leadership and staff and/or volunteer supervision.
- Ability to act with judgment and discretion on a wide range of sensitive topics, including personnel matters and cross-organizational negotiations.
- Experience with social justice organizing, witness and/or advocacy, preferred.
- Proficiency in the Microsoft Office Suite (Excel, Outlook, PowerPoint, and Word).
- Comfortable with using social media, Google Suite and other web-based applications, Zoom virtual meeting software, and other emerging communications and remote learning technologies.
- Substantial travel, including international travel, required (approximately 15-20% of the time).
- Residency in the Northeast is preferred (Boston, New York, or Washington, DC).

Compensation

This is an exempt Grade 14 position. Anticipated hiring range of \$78,000 - \$88,000 depending on experience. The UUA offers an excellent benefits package: We pay 80% of the UUA Health Insurance Plan premiums, 11% towards retirement (after one year), and have generous paid time-off policies.

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 unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply. Send cover letter and résumé—indicating “International Office Director” 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.

ADDITIONAL INFORMATION

About the UUA

The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston’s waterfront Fort Point Innovation District with offices in Washington, DC and at the United Nations in New York City. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice. The UUA is an Equal Opportunity Employer. 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.

About the International Office

The UUA’s International Office oversees relationships with global Unitarian/Universalist groups and interfaith partners to advance our shared faith and values. It includes the UU-United Nations Office located in New York, NY and the Holdeen India Program operating in India. Learn more at: uua.org/international.

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 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, environmental exploitation, and other interrelated systems of marginalization.