Updated: March 29, 2019
Title: Professional Development Director
Staff Group: Ministries and Faith Development (MFD)
Reports To: Co-Director of Ministries and Faith Development
Location: Open, but Boston, Massachusetts (onsite) preferred
Grade: 13, full-time with benefits

Purpose
To provide programs, resources, and services to support the ongoing formation, development, and excellence of Unitarian Universalist (UU) ministries. To promote the health of our diverse ministries with a lens of dismantling white supremacy culture.

Principal Responsibilities
1. Career Counseling, continuing education and self care: Counsels ministers on formation, professional development, skills enhancement, and self-care. Works collaboratively with Unitarian Universalist Ministers Association staff and CENTER (Continuing Education) committee to develop, administer, and provide programs to help clergy meet their professional development needs. Promotes healthy staff teams within congregations.
2. Research and access to information: Gathers, assesses, and maintains relevant and current information about patterns in ministerial development, growth, and challenges to design and offer appropriate training and coaching programs to strengthen ministry.
3. Sabbaticals: Provides resources and information in support of sabbatical programs.
5. Ministerial Fellowship Committee (MFC): Attends meetings and provides staff support to assigned panel, Executive Committee, and Settlement Working Group. Reviews renewal materials submitted to MFC by ministers in Preliminary Fellowship and works with those renewals in need of interpretation. Advises and monitors ministers in Preliminary Fellowship responding to contingencies or directives from the MFC and/or in the preparation of requests for waiver of MFC rules or policies. Serves as a member of the Review Team that evaluates ministers following conflicted endings from congregations.
6. Supports ministers in Preliminary Fellowship: Organizes annual First Year Ministers’ Seminar, manages mentoring program, facilitates webinars geared to new ministers, and manages misconduct/probation cases for ministers in Preliminary Fellowship.
7. In cases of death of ministers: Takes lead responsibility for the UUA’s response to the death of ministers including record keeping, contact with surviving spouse and/or other family, informing various parties (UUMA, UU World, UUA President’s office, UURMaPA, UUA Directory, etc.), arranging for ivy wreaths for memorial services for clergy. Prepares appropriate memorial materials for display at General Assembly, and facilitates the presence of surviving spouse and other family members at the Service of the Living Tradition and other activities at General Assembly.
8. Professional Development presence on UUA.org website: Oversees the development and maintenance of clear, accessible, and up-to-date information regarding Professional Development resources and useful links on the UUA.org website.
9. Supervises the Professional Development Assistant.
10. Performs other duties as requested by the Co-Directors of Ministries and Faith Development, the Executive Vice President, or the President.

Qualifications
This is a Grade 13 position (expected hiring range $56,000-$87,100 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. Candidates must be UU ministers in Final Fellowship with at least five years’ experience exhibiting strong organizational skills, well-developed pastoral abilities, cultural competency and cross-cultural engagement, experience in program design, delivery, and administration, and strong oral and written communication skills. Proficiency in Microsoft Office applications is expected, including Outlook, Word, Excel; database experience desirable. Knowledge of adult learning theory is helpful. Work or lived experience with communities of color or indigenous peoples is of particular value, as is 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 “Professional Development Director” in the subject line—via e-mail to careers@uua.org, via fax to (617) 948-6467, or to Human Resources, UUA, 2 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 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. Our normal workweek is 35 hours, we pay 80% contribution towards health insurance premiums, 11% 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, environmental exploitation, and other interrelated systems of marginalization.