

UNITARIAN UNIVERSALIST MINISTERS ASSOCIATION
Boston, Massachusetts
Exempt Position Description

Date: February 2024
Position Title: UUMA Executive Team, Director of Ministries and Programs
Reports to: UUMA Board
Status: Full-time
Salary Range: \$85,000-90,000

Purpose: To support the UUMA in calling forth courageous and transformative ministries, empowered by love, committed to collective liberation by providing executive leadership as part of the Executive Leadership Team.

Description: The Director of Ministries and Programs is a member of the Executive Team. The Executive Team is responsible, in partnership with the Board of Trustees, for leading the UUMA and is accountable to the UUMA's bylaws and policies. Guidance, direction and assessment is provided by the Board of Trustees.

The Director of Ministries and Programs will take the lead on the following:

1. Anti-Racism, Anti-Oppression, Multiculturalism (ARAOM): Regularly examine how white supremacy culture may be operating in the UUMA and work toward systems that support and encourage diversity, equity, inclusion, belonging, accessibility and accountability. Identify, create and implement structures and practices to decenter whiteness and counter white supremacy culture.
2. Executive Leadership: As part of the Executive Team:
 - a. Regularly review and adjust Executive goals and organizational resources to align resources and advance the mission of the UUMA.
 - b. Provide spiritual, theological, and religious leadership throughout Unitarian Universalism in collaboration with our partners in the UUA and other religious professional organizations. Identify opportunities through grants and other sources to expand the UUMA's financial resources to support programming, staffing, and scholarships.
 - c. In consultation with the UUMA Board of Trustees, oversee the implementation of the UUMA Board's Strategic Plan and participate in updating the plan every 3-5 years and develop a comprehensive financial plan for its support.
 - d. Work in close collaboration with the UUMA Board of Trustees to ensure the association is structured to advance our mission and vision and to ensure agility and capacity-building.
 - e. Create a staffing plan for the future that supports the UUMA Executive Team goals and the Board's strategic plan. Collaborate to produce monitoring reports as required by the Board Policies.
3. Support for Ministers
 - a. Develop, maintain and oversee support structures for ministers in all stages and settings.
 - b. Support the emotional, spiritual and vocational health of ministers.
 - c. Nurture cooperative and collaborative collegial relationships among the membership.
 - d. Identify, promote, create and maintain structures for collegial connection and care.
4. Accountability for Ministers
 - a. Develop, maintain and oversee the functioning of accountability structures for ministers in all stages and settings.
 - b. Work with partners toward the creation of a Shared Covenant for Unitarian Universalist Religious Professionals.
5. Event Program Development: Collaborate with the Executive Team to determine themes, leadership and programming for our events.
6. Supervision: Supervise, evaluate, and provide support to the Ministerial Formation Network Manager, Lifelong Learning Manager, and occasional temporary staff. Recruit, equip, evaluate and support volunteer program staff.

7. Liaison with partners: Develop and maintain collaborative, collegial relationships with the leadership of the other associations of religious professions, with leadership of Unitarian Universalist Retired Ministers and Partners Association (UURMaPA), leadership of the UUA's Ministries and Faith Development, the Panel on Theological Education and the St. Lawrence Foundation, the leadership of UU theological schools and the UU Society for Community Ministries.
8. Additional Expectations: Perform additional duties as generated by goals of the UUMA Board of Trustees. Attend UUMA Board Meetings and all necessary committee meetings. Complete an evaluation and professional development plan through a process designed and implemented by the Board of Trustees.

Preferred Credentials:

- Minister in Full Fellowship with the UUA holding a Masters of Divinity degree from an accredited theological school.

Core Competencies:

- Demonstrated ability to bring skills and understanding of anti-racism, anti-oppression and multiculturalism to all facets of their work.
- Strong commitment to nurturing the health of Unitarian Universalism and Unitarian Universalist ministers and a deep commitment to and understanding of Unitarian Universalist values.
- Skilled in companioning individuals and groups working toward health and wholeness.
- Well developed facilitation skills.
- Knowledge of systems theory, adaptive leadership and approaches to conflict transformation.
- Strong pastoral and non-anxious presence.
- Excellent oral and written communication, administrative and organizational skills; with strong attention to detail.
- Demonstrated commitment to and experience with shared ministry/leadership.
- Strong visionary, creative, and collaborative skills; ability to work with many diverse groups.
- Strong leadership ability and willingness to create new processes and structures. Understands leadership in a religious context.
- Ability to delegate tasks and empower others, including staff and volunteers, to ensure tasks are completed.
- Supervisory skills.
- Strong project management skills.
- Receptivity to different perspectives .
- Flexible with a sense of humor. Shows independence and initiative.
- Ability to work in a staff team in a 'cloud' office environment.