

UNITARIAN UNIVERSALIST MINISTERS ASSOCIATION  
Boston, Massachusetts  
Exempt Position Description

Date: February 2024  
Position Title: UUMA Executive Team, Director of Operations and Finance  
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 Operations and Finance 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 Operations and Finance 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. Financial Management and Oversight: Manage all bookkeeping, budgeting, accounting and reporting functions of the UUMA. Monitor and reconcile bank and credit card accounts. In partnership with the UUMA Board Treasurer, oversee the UUMA Endowment, financial procedures and bi-annual financial reviews. Annually, produce a draft budget with the Executive Team to present to the Board of Trustees.
4. Board Clerk: Ensure resources are in place for the Board to function in a healthy and effective manner. Act as a resource in policy development and implementation, ensure compliance with federal, state, and local regulations, and oversee legal services, bonding/insurance requirements in accordance with the UUMA policies and bylaws.
5. Human Resources: Process payroll, take the lead on organizing and scheduling staff meetings, training and orienting new staff members. Monitor personnel policies including annual reviews to ensure well-defined job descriptions and workloads.
6. Membership: Evaluate and implement membership procedures including dues schedule and waivers. Approve associate membership applications and renewals.
7. Communication and Technology: Design, oversee and evaluate a strategic communications plan which ensures the most effective and broadest interactions with members and key partners as possible.

Annually review technology needs to ensure an effective web presence.

8. Events Management: Approve site selection, vendors, contracts, and assure appropriate staffing for all events. Arrange and coordinate Ministry Days and the Institute for the Learning Ministry.
9. Supervision: Supervise, evaluate, and provide support to the UUMA Administrators and temporary staff. In partnership with the Executive Team, recruit, equip, evaluate and support special task forces of the UUMA Board and Executive.
10. Liaison: Serve as the primary liaison to the UUA offices for Internal Services, General Assembly, Human Resources, Bookstore, Church Staff Finance, Data Services and Operations.
11. 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:

- Masters Degree in Business, Organizational Leadership or related degree or at least five years work experience in comparable roles.

#### Core Competencies:

- Demonstrated ability to bring skills and understanding of anti-racism, anti-oppression and multiculturalism to all facets of their work.
- Skilled in budgeting, accounting and commonly accepted financial procedures, in addition to financial monitoring and producing financial reports.
- Experience with leading organizational development and management including resourcing, planning, reporting and ensuring compliance.
- Demonstrated ability to supervise staff, promote healthy employment practices and manage general human resource responsibilities.
- Strong computer/technology skills with competencies in various software packages across multiple platforms.
- Strong project management skills.
- 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.
- 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.