

UNITARIAN UNIVERSALIST MINISTERS ASSOCIATION
Boston, Massachusetts
Exempt Position Description

Date: July 2018
Position Title: UUMA Director of Operations
Reports to: UUMA Board
Status: Full-time

Mission: To support the UUMA in nurturing excellence in ministry through continuing education, collegiality, collaboration and shared commitment to anti-racist, anti-oppressive, multicultural practice by providing administrative support and organization to the UUMA staff, leaders and membership.

Description: The UUMA Director of Operations is a member of the Executive Team, pro-tem and is responsible, with other Executive Team, pro-tem members, for execution of all duties assigned to the Executive Director in the UUMA's bylaws and policies. These include: complying with policies set by the UUMA Board of Trustees, development/implementation of annual goals to advance the mission and vision of the UUMA, and financial, program, and administrative management of the UUMA. Guidance and direction is provided by the UUMA President and its Executive Committee.

The Director of Operations will take the lead on the following:

1. 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 Treasurer, oversees financial procedures and bi-annual reviews. Produce a draft budget with the Executive Team pro-tem to present to the Board of Trustees each April. Oversee bonding and insurance requirements in accordance with the UUMA bylaws
2. Human Resources: Process payroll, take lead on organizing and scheduling staff meetings, and train and orient new staff members. Monitor personnel policies including annual reviews to ensure well-defined job descriptions and workloads.
3. Membership: Evaluate and implement membership procedures including dues schedule and waivers. Approve associate membership applications and renewals.
4. Communication, Technology and Events Oversight Coordination: 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. Approve site selection, vendors, contracts, and assure appropriate staffing for all events. Arrange and coordinate Ministry Days and the Institute for Excellence in Ministry.
5. Supervision: Supervise, evaluate, and provide support to the UUMA Office Administrator. In partnership with the Executive Team pro-tem, recruit, equip, evaluate and support special task forces of the UUMA. Engage in peer supervision with the members of the Executive Team, pro tem
6. Liaison: Serve as the primary liaison to the UUA offices for General Assembly, Human Resources, Bookstore, Church Staff Finance, Data Services and Operations.

Shared Executive Team Responsibilities:

1. Organizational Development: Work in close collaboration with the UUMA Board of Trustees to ensure the organization is structured to advance our mission and vision and to ensure agility and capacity-building in the organization. Create staffing plan for the future that supports the UUMA Exec goals and the strategic plan.
2. Anti-Racism, Anti-Oppression, Multicultural (ARAOM): Function in all responsibilities with an anti-racist, anti-oppressive, multicultural worldview and continue to grow our individual and collective capacity to engage in the work of antiracism, anti-oppression and multiculturalism. Regularly examine how white supremacy culture may be operating in the UUMA and work toward systems that support and encourage

accessibility, inclusion and accountability.

3. Strategic Planning: In consultation with the UUMA Board of Trustees, oversee the implementation of the UUMA Strategic Plan and participate in updating the plan every 3-5 years and develop a comprehensive financial plan for its support.
4. Monitoring: Collaborate to produce monitoring reports as required by the Board Policies.
5. Chapter Connections: Work with UUMA Chapter Leaders to promote healthy chapters that foster inclusive, supportive and accountable collegiality and continuing education.
6. Liaison with Unitarian Universalist Association Leadership: Individual Executive Team members will act as the primary liaison to particular staff roles in the UUA (see individual job descriptions). All other collaboration with the UUA will be determined as requests and projects arise.
7. Liaison with Wider World: Assign liaisons to and communicate with stakeholder groups including, but not limited to, Diverse & Revolutionary UU Multicultural Ministries (DRUUMM), Allies for Racial Equality (ARE), Journey Towards Wholeness Transformation Committee (JTWTC), Equal Access, Transgender Religious Professional Unitarian Universalist Religious (TRUUST), and special commissions to create partnerships and clarify roles.
8. Public Voice: Act as the UUMA's primary spokespeople. Spread the voice and vision of Unitarian Universalism as consistent with the vision and values of the UUMA.
9. Additional Expectations: Perform additional duties as generated by goals/ends statements 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.

Core Competencies:

- Demonstrated ability to apply the work of anti-racism, anti-oppression and multi-culturalism to all facets of their work.
- Excellent oral and written communication, administrative and organizational skills; with strong attention to detail.
- 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.
- Strong commitment to nurturing the health of Unitarian Universalism and Unitarian Universalist ministers and a deep commitment to and understanding of Unitarian Universalist values..
- Ability to work in a staff team in a 'cloud' office environment.
- Strong project management skills.

- Strong computer/technology skills with competences in various software packages across multiple platforms.
- Experience with budgeting, bookkeeping and commonly accepted financial procedures, in addition to financial monitoring and producing financial reports.
- Experience with staff supervision and a demonstrated ability to promote healthy employment practices.