



Three-quarter time REMOTE Position Opening: Co-Director, Fundraising and Communications portfolio

About the Organization

Unitarian Universalist Ministry for Earth is a 501(c)3 organization founded as the Seventh Principle Project in 2002 (*UU 7th Principle: "Respect for the interdependent web of all existence of which we are a part"*). UUMFE offers programs, opportunities and resources to inspire, educate, activate and connect individuals, congregations and organizations so they can take bold, accountable action for environmental justice, climate justice, and the flourishing of all life. UUMFE's work and inter-organizational collaborations are grounded in environmental and climate justice organizing principles. See: www.uumfe.org.

Position Summary:

As Co-Director, you will be responsible for working remotely to help set and meet the organization's fundraising and communications goals. You will have shared responsibility with the Co-Director of Programs and Partnerships for the overall direction and management of the organization to achieve its mission, vision, and strategic goals. The ideal candidate will have prior non-profit management experience, be a skilled fundraiser and communicator, and be passionate about UUMFE's [mission](#).

UUMFE is moving towards collaborative governance and non-hierarchical organizational structures and uses several core principles and tools of [sociocracy \(dynamic governance\)](#) in our workplace. We are committed to developing a robust, diverse, distributed leadership team and structure that prioritizes broad representation and inclusion of our constituents, collaboration grounded in role clarity, the autonomy of paid and volunteer staff, transparency and accountability. We invite your participation in shaping our evolving organization and creating a positive working environment.

NOTE: UU Ministry for Earth is committed to developing a diverse and talented team. If you are excited about this role but unsure whether you meet all of the requirements, we encourage you to inquire and/or apply.

Job Duties and Responsibilities

Fundraising (FR):

- Develop and oversee implementation of annual Fundraising Plan to expand the existing congregational and individual donor network
- Cultivate and manage donor relationships
- Engage Board in fundraising efforts regularly
- Oversee grant research, writing and reporting
- Oversee donor records and data-base management

Communications:

- Develop internal and external communications strategy, protocols and annual Communications Plan and oversee implementation and evaluation, including, but not limited to integrated platform messaging such as social media, email, website, organizational publications and outside news outlets. Media to include text, graphics and supporting video content creation, curation and editing
- Stay up-to-date on environmental and climate justice issues, news, and actions in general - and seek out hooks and openings related to UUMFE's mission, program, FR and communications goals
- Produce Annual Report and fundraising print and digital publications

Executive Leadership: (* = *shared with Co-Director of Programs & Partnerships*)

- Advise Board on relevant aspects of UUMFE's activities and finances*
- Work with Board to strengthen Board governance structure, Board policies and practices; support smooth Board leadership transitions*
- Lead annual review and work with Board to set annual priorities and goals for UUMFE & Board; lead strategic and long-range planning as needed*
- Support Board and Advisory Board recruitment*
- Facilitate the annual budget development and consent processes, and monitor the budget in close collaboration with the Treasurer.
- Supervise Office Manager and Communications Associate/Admin Asst
- Recruit and manage interns and volunteers as needed to implement current and projected fundraising and communications tasks
- Assess and develop internal operational policies and procedures as needed
- Fulfill additional responsibilities needed to support the mission of UUMFE as determined or requested by the Board

Expectations:

- Facilitate team meetings with staff, Board members and volunteers as needed for coordinating the implementation of fundraising and communication plans
- Attend monthly Board meetings and provide to the Board, in advance of each meeting, a written Co-Director's report including current financials and fundraising statistics
- Availability to attend UUA General Assembly in late June at UUMFE's expense

Qualifications and Skills *(May be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training)*

The ideal candidate will have:

- Strong passion for and interest in environmental and climate justice work grounded in liberal religious values
- At least 3-5 years of experience with proven success in non-profit fundraising and outreach
- Bachelor's degree
- Excellent verbal and written communication skills
- Excellent interpersonal and relationship-building skills
- Self-motivation; ability to work independently; ability to problem solve creatively and exercise excellent professional judgment
- Experience educating and coaching volunteer Board(s)
- Strong computer skills, ability to work in/manage Google Suite platform; familiarity/comfort with task management systems, such as ClickUp, a plus
- Facility with Customer Relationship Management databases, like NEON
- Experience with website use and design requirements for fundraising and relationship building
- Experience supervising staff and/or volunteers
- Ability to thrive in a highly collaborative work environment
- Ability to manage/lead in times of uncertainty and organizational change
- Strong time and project management skills, ability to prioritize, organize, deliver and follow-up across multiple competing demands and timelines
- Comfort with public speaking and presentations
- Solid understanding of intersectionality of social justice issues, grassroots movement building, and environmental and climate justice movements.
- Familiarity with Unitarian Universalism and commitment to working in an atmosphere that values anti-racism, anti-oppression, and multiculturalism

Compensation: 30 hours/week part-time, salaried, exempt position. \$42,500 annually, negotiable and commensurate with skills and experience. Annual salary increase dependent on fundraising results.

- PTO: 12 vacation days, 15 holiday/personal days, 10 days sick leave
- \$3,000 Health insurance allowance with access to health and dental/vision coverage through the UUA Health Plan, if desired.
- \$2,000 professional expense allowance

Start Date: On or before August 2, 2021, preferred, negotiable.

How to Apply

Send a cover letter and résumé—indicating “Co-Director Position” in the subject line—via e-mail to office@uumfe.org.

In your cover letter please detail your level of experience with environmental and faith-based non-profits, your fundraising experience and other relevant information about the skills and qualifications you would bring to the position.