

THE UNITARIAN UNIVERSALIST CONGREGATION OF ATLANTA

POSITION DESCRIPTION – January 2010

The Unitarian Universalist Congregation of Atlanta (UUCA) is a faith community of 700+ members and 300+ friends in metro Atlanta. Its mission is to change lives by encouraging spiritual journeys which combine personal growth with social justice awareness and action.

Position Title: Executive Director

Position Type: Full-time

Position Purpose: To accomplish UUCA's organizational Ends by providing overall management, planning and leadership of a diverse organization. The Executive Director maintains both a "big picture" view of the entire operation in order to prioritize competing needs, as well as specific knowledge of day-to-day details.

Reports to: Senior Minister

Supervises: All administrative and facilities staff; additional supervisory responsibilities for non-ministerial program staff TBD.

Duties and Accountabilities: The following statements are intended to describe the general nature and level of work being performed by people assigned to this job. However, these statements are not exhaustive and cannot anticipate all possible duties and requirements which may arise in the course of things.

1. Policies and Programs

- Advise the Senior Minister on a wide range of matters (financial and otherwise) at a strategic level.
- Direct congregational growth according to the vision and priorities established by the Senior Minister.
- Fulfill board policies by working within Executive Limitations as outlined in Section II of the Board's Governance Policies.
- Develop, implement, and periodically evaluate and revise procedures.
- Provide monthly reports to the Board, as required by its monitoring schedule.
- Ensure the development of specific short-term and long-term program goals that promote the mission of the organization, together with supporting budget requests and financial estimates.
- Inspire and nurture a culture of exceptional member service.
- Handle complaints effectively and resolve problems as they arise.
- Supervise accurate records of membership and congregational involvement.

2. Financial and Resource Development

- Develop and monitor annual operating budget.
- Produce financial reports, as needed; be capable of interpreting them in ways that are understandable to congregational leaders who lack financial expertise.
- Oversee annual stewardship campaigns; recruit and support the work of volunteer teams; ensuring analytic support that includes the forecasting and monitoring of pledge revenue.
- Oversee capital campaigns.
- Coordinate financial audits, as necessary.
- Ensure the protection of the corporation's assets.
- Manage cash flow and investments.

- Develop effective accounting policies and procedures and ensure that internal controls are being maintained.
- Oversee accounting functions (deposits, payroll, accounts payable, accounts receivable), ensuring accurate and reliable management.
- Oversee the growth of an effective fundraising program.
- Ensure development of and compliance to organizational fundraising policies.

3. Human Resources

- Develop and ensure compliance to all relevant standards, policies and procedures.
- Hire, supervise and evaluate all administrative and facilities staff; additional supervisory responsibilities for non-ministerial program staff TBD.
- Prepare annual communication of staff compensation after budget approval.
- Organize staff meetings, retreats, and inservice trainings.
- Establish and nurture a culture of right relationship among staff and between staff and congregation.
- Oversee the maintenance of personnel records.
- Oversee benefits programs.
- Administer areas of risk management and worker's compensation.

4. Facilities

- Oversee the creation and administration of a comprehensive facilities plan including assessments of condition, safety, needs, and future challenges and opportunities.
- Direct and support facilities-related staff and volunteer teams in creating and maintaining space that supports the mission and the programs of the church.
- Oversee all contractual agreements, including rental contracts and the purchasing of equipment and services.
- Ensure that UUCA has an Information Technology platform that is stable and adequate to support the operational and data needs of the church.

Minimum Qualifications:

- *Education:* B.A. or B.S. degree in business. Related experience may qualify in lieu of a business degree.
- *Experience:* Five years of related management and business experience with significant experience in church, social service agencies, arts/civic organizations or related field. Experience managing budgets in excess of 1 million, multiple fund accounting, donor pledges, and endowment funds.
- *Skills:* Ability to manage a large, diverse, and complex organization; effective leadership and interpersonal skills; collaborative, team-building management style; excellent oral and written communication skills; creative problem solving skills; ability to work effectively with volunteer boards and committees; ability to recruit and support an active network of volunteers; tactful and mature with a good sense of humor; ability to plan, monitor, and evaluate budgets; ability to manage and empower people; ability to organize, plan and implement activities appropriate to further organizational goals; desire to be sensitive to the fulfillment of a mission within a faith community; and proficiency with Windows-based computers and productivity software including word processing, spreadsheets, email and desktop publishing.

Other Requirements:

- Ability and willingness to work flexible hours and extra time on an as-needed basis, involving extra hours during the week, Saturdays, and occasionally Sundays and Holidays.
- Requires the ability to move freely in and out of different small-group settings (offices, meeting rooms, businesses). A person in this position must be able to speak in a public forum.
- Normal workday includes working in a climate-controlled building; must be able to routinely work sitting or standing at a computer workstation 50% of normal workday.

Next Steps:

To apply for this position, send a cover letter and resume to Rev. Anthony David (anthonyuu@gmail.com) or snail mail it to

Rev. Anthony David, Senior Minister
Unitarian Universalist Congregation of Atlanta
1911 Cliff Valley Way NE
Atlanta, GA 30329.

The starting salary is 47K-50K, depending on experience.

The successful candidate will begin work at UUCA on June 1, 2010.