

Unitarian Universalist Justice Arizona Network (UUJAZ)

Job Posting:

Co-Director - Programming + Partnerships

Half-time 20 hrs per week position

Salary \$36,000 per year

**Note: In addition to individuals applying only to this position or to the Co-Director of Finance + Operations position, UUJAZ will consider candidates who are applying together as a team of two Co-Directors, as well as one person applying for both posted Co-Director roles as a full time Executive Director.*

Purpose

The Co-Director of Programming + Partnerships works to support the mission of UUJAZ in engaging Arizona UUs in justice work that reflects our values.

This position is responsible for the day-to-day management and administration of the organization's programming, as well as shared executive leadership of the organization, including fundraising, development, and communications. The Co-Director of Programming + Partnerships works in collaboration with the Co-Director of Finance + Operations, reports monthly to the board, and supervises the program staff.

Principal Responsibilities

Administration

- Co-Director of Programs and Partnership works in leadership capacity with the other Co-Director of Finance and Operations.
- With the board and staff, develops and carries out UUJAZ's strategic plan and mission; engages our base of UUs and partners for input and participation.
- Along with the other Co-Director, ensures the organization's structures and policies are updated and aligned with the mission.
- Along with the other Co-Director, serves as an administrator of our CRM (EveryAction), including inputting and managing data, running reports, maintaining standards and structure, staying au courant with updates and new developments, and supporting authorized users in troubleshooting and access.
- Versed in major office-related computer applications including database management.
- With Co-Director, manages office procedures, schedules, and purchasing.
- Prepares programming and partnership reports and recommendations to the Co-Director and board monthly.
- Oversees implementation of communications and fundraising strategies with their other Co-Director.

Programming

- Mobilize UUs in Arizona to take action on UUJAZ priority justice areas by planning in-person and virtual events, training, and calls to action through various communication avenues.
- Works with the UUJAZ staff to create, plan and facilitate strategic ways for UUs to put our values into action.
- Connects UUs with relevant local, state, and national campaigns.
- Meets regularly with congregational social justice committees, staff, and ministers to support their justice efforts.
- Coordinates and gives UUJAZ sermons at each congregation in Arizona every year.
- Models flexibility, adaptability and creativity to build both responsive as well as long-term sustainable forms of action for social change.
- Recruits and manages volunteers for UUJAZ events and actions. Encourages UUs to join partner organization campaigns as volunteers.
- Offers training and resources to support the work of volunteers and justice leaders in congregations.

Partnerships

- Builds and sustains meaningful opportunities for collaboration and mutual support with justice organizations throughout the state, with an emphasis on grassroots movements led by those most directly impacted in their particular mission area.
- Represents UUJAZ in local coalitions.
- Speaks at actions and events and/or mobilizes other UU leaders to do so.
- Coordinates with other UU State Action Networks, UU Service Committee, UU College of Social Justice, UU The Vote, Side With Love, the UUA, and other national UU campaigns and organizations.
- Mobilizes resources to support partner organizing efforts.

Finance/Development

- Financial oversight of the organization, with the other Co-Director: prepares the annual budget, ensures a balanced cash flow throughout the year, reviews finance reports, identifies new income sources.
- Builds and maintains meaningful relationships with our donor base.
- Is a spokesperson for UUJAZ at events and in the wider community.
- Researches grant and funding opportunities; writes grants.

Supervision

- Hires, onboards, and supervises programming and partnership staff.
- Ensures staff have clear goals, sufficient training, regular assessment and reviews, and professional development opportunities.
- Leads and develops agendas for staff meetings.
- Fosters healthy, collaborative, and supportive organizational culture aligned with UU justice values.

Performs other duties as needed.

Qualifications

Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training.

Requirements include:

- Non-profit Business Practices: Demonstrated experience in non-profit business practices (including budgeting, contracts, financial management, fundraising and human resources).
- Communication: Must be a strong collaborator, working as a member of a team and maintaining open, honest, and respectful communication at all times.
- Conflict Management: Recognizes and resolves conflicts effectively, applying principles of active listening, collaboration, and equity.
- Vision and Purpose: Commitment to and knowledge of Unitarian Universalist Principles, values, history, and worship.
- Articulates a compelling and inspired vision for their position; able to take appropriate initiative and be a willing learner who thinks creatively and adapts to change, in alignment with the mission.
- Trust and Integrity: Is widely trusted to keep confidences, admit errors, and adhere to a transparent set of personal and professional values that are congruent with the values of UUJAZ.
- Familiarity and relationships with social justice, labor, and/or faith organizing in Arizona.
- Ability to act collaboratively and flexibly as a member of a remote staff team, including proficiency with technologies such as Google docs, Slack, Zoom, etc.
- Proficiency with basic digital organizing tools (e.g., EveryAction, Weebly, MailChimp, Facebook, Instagram, or other comparable platforms).
- Proficiency in Google Suite applications (Sheets, Docs, Slides, Forms).
- Deep commitment to countering systems of oppression and leading with intercultural fluency and humility. Worked or lived experience with Black/Indigenous/communities of color, LGBTQIA+ communities, and poor and/or rural communities is of particular value.
- Eagerness to work in an organization in which the dismantling of white supremacy is a high priority.
- Personal and professional integrity; demonstrated ability to work in high-profile and fast-paced settings while maintaining high ethical standards.
- Excellent oral and written communication skills.
- Ability to perform work that involves travel and weekend and/or evening commitments.
- Must have access to their own computer and mobile device.

Important Note

This is an Arizona-based position. While the exact location is flexible, the Co-Director of Programming + Partnerships is expected to travel within the state over a dozen times each year leading worship services and attending events (as it is determined safe to do so under Covid policies). The Co-Director of Programming + Partnerships will work out of a virtual office. The

position also requires a flexible and non-traditional schedule. Ongoing professional development is both paid for, and mandatory, in this role.

Benefits This position offers 3 weeks of PTO. In lieu of paid holidays, we offer two weeks of paid leave, one in July and one in December. Opt-in retirement and medical insurance are available through the UUA. Funds are allocated for professional development.

How to Apply

People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ+ candidates are encouraged to apply. UUJAZ is committed to developing a diverse and talented staff team. If you are excited about this role, but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply. Send a cover letter, résumé, and a minimum of two references—indicating “Co-Director of Programming + Partnerships” in the subject line—via e-mail to board@uujaz.org.

Applications due: November 30th, 5 pm AZ/MT

Start date: January 8, 2024

About UUJAZ

Support for the Mission and Values

Our Mission

The mission of UUJAZ is to engage Arizona Unitarian Universalists in justice making through: strengthening congregational social justice ministries, connecting UU activists and congregations across the state, partnering with like-minded justice organizations, and empowering UUs to work for socially just public policy.

The work of UUJAZ is grounded in the values of Unitarian Universalism as stated in our Principles, including the 8th Principle. We affirm and promote:

- The inherent worth and dignity of every person;
- Justice, equity and compassion in human relations;
- Acceptance of one another and encouragement to spiritual growth in our Congregations;
- A free and responsible search for truth and meaning;
- The right of conscience and the use of the democratic process within our congregations and in society at large;
- The goal of world community with peace, liberty, and justice for all;
- Respect for the interdependent web of all existence of which we are a part.
- Journeying toward spiritual wholeness by working to build a diverse multicultural Beloved Community by our actions that accountably dismantle racism and other oppressions in ourselves and our institutions.

For more information contact board@uujaz.org.