

Unitarian Universalist Justice Arizona Network (UUJAZ)

Job Posting:

Co-Director - Finance and Operations

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 Programming + Partnerships 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 Finance and Operations 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 finances and operations, as well as shared executive leadership of the organization, including fundraising, development, and communications. The Co-Director of Finance and Operations works in collaboration with the Co-Director of Partnerships and Programming, reports monthly to the board, works closely with the treasurer and the graphic designer, and supervises the bookkeeper as well as communications/ development volunteers.

Principal Responsibilities

Operations/Administration

- Co-Director of Finance and Operations works in leadership capacity with the other Co-Director of Programs and Partnership.
- Responsible for the strategy, planning, delegation and execution of administration tasks throughout the organization.
- With other Co-Director, manages office procedures, schedules, purchasing, preparation of budgets, and bookkeeping services.
- Versed in major office-related computer applications including database management.
- Along with the other Co-Director, ensures the organization's structures and policies are updated and aligned with our mission.
- Updates communication and development related databases, prepares annual reports and presentations.
- 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.
- Maintains necessary office supplies for staff, as needed.

Finance/Development

- Prepares monthly payroll, accounts payable and records revenue.
- Prepares reports and recommendations to the other Co-Director, Finance Committee, and board monthly.
- 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.
- Creates targeted content for constituencies.
- Facilitates fundraising efforts that engage staff, board, and volunteers. This could include phone banking, written outreach, and events.
- Is a spokesperson for UUJAZ at events and in the wider community.

Communications

- Maintains membership and mailing lists.
- Develops appropriate email campaigns and newsletters to support Unitarian Universalist engagement in a wide range of programs, actions, and learning opportunities in Arizona, and to support fundraising for UUJAZ.
- Oversees implementation of communications and fundraising strategies with their other Co-Director.
- Works with our designer to edit and design materials for program promotion and fundraising.
- Supports stakeholders in effective distributed communications and fundraising strategies with brand and messaging guidance, templates, and other communications assets.
- Assists in creating and maintaining engaging web content that reflects the dynamic nature of UUJAZ programming and meets accessibility standards.
- Supports in rapid response communications and fundraising as needed in coordination with their other Co-Director and partners.

Supervision

- Hires, onboards, and supervises bookkeeper and graphic designer staff.
- Ensures staff have clear goals, sufficient training, regular assessment and reviews, and professional development opportunities.
- Fosters healthy, collaborative, and supportive organizational culture aligned with UU justice values.
- Recruits and manages the communication and development volunteers.

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 Finance and Operations may be expected to travel within the state a couple times each year (as it is determined safe to do so under Covid policies). The Co-Director of Finance and Operations 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. UJAZ 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 Finance and Operations” in the subject line—via e-mail to board@ujaz.org.

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

Start date: January 8, 2024

About UJAZ

Support for the Mission and Values

Our Mission

The mission of UJAZ 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 UJAZ 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.