



Executive Director

Organizational Overview

The Minnesota Unitarian Universalist Social Justice Alliance (MUUSJA) equips individual Unitarian Universalists (UU) and UU congregations to be skilled, accountable, faithful partners with broad movements working for justice and collective liberation. MUUSJA's mission statement is to unleash courageous leadership and collective power to build a just and loving world.

MUUSJA strives to work in solidarity with all communities seeking to bend the arc of the universe toward justice. MUUSJA is rooted in UU understanding of the inherent worth and dignity of all humans, and our radical interdependence with all of creation.

Our work entails two intersecting spheres:

- **CONVENING:** bringing people together within, across and beyond congregations
- **CAPACITY BUILDING:** honing skills and spiritual grounding for effective justice-making

Position Overview

The executive director (ED) will partner with the Board of Directors to ensure MUUSJA's growth and vibrancy. The ED will be grounded in social justice movement work and have a strong theological foundation. The ED will have experience managing a nonprofit organization. The ED will also both teach and learn with the board and build strong and lasting relationships. The right candidate will bring a racial equity lens to this position. This position is a half-time (20 hours/week) position.

Essential Responsibilities:

The MUUSJA ED will ensure that all essential functions are carried out and will partner with staff, volunteers, and the board to carry out the work of the organization.

Program Leadership

- The ED will provide leadership in developing and carrying out program and organizational plans that uphold and fulfill the mission and vision of the organization. This work is done in partnership with the statewide organizer.

- The ED will evaluate programs on an on-going basis to ensure goals and objectives are met. Programs may include organization-wide gatherings, public witness events, training workshops, webinars, congregational consulting, and any other programming designed to live out MUUSJA's mission and vision.

Financial Management:

- In partnership with the Board Treasurer and MUUSJA's bookkeeper, the ED will manage the financial resources of the organization, including grant applications and reports to funders, budget planning and administration, accounting for income and expenses, tax reporting and management of bank accounts.

Fundraising:

- The ED will oversee all fundraising, including developing and maintaining relationships with foundations and individual donors; cultivating relationships with major donors; planning and implementing in-person, online and print giving campaigns and materials; and researching and pursuing grants from foundation sources. ED will work with the Board and staff to be strategic about new and diverse revenue opportunities.

Staff Management:

- The ED will hire, orient, train, oversee and evaluate all MUUSJA staff and interns, supervising employees in accord with established personnel policies and procedures.

Communications:

- The ED will manage external and internal communication and information exchange, serve as the spokesperson for relations with public officials, faith-based and secular organizations, national and regional UU bodies, and facilitate information exchange with said organizations.

Board Relations:

- The ED will engage the Board of Directors in shaping the vision for MUUSJA's future by soliciting their input on key issues and formulating recommendations for consideration by the board.
- The ED will communicate with, inform, discuss, and guide the Board in affairs of MUUSJA.

Spiritual Practice and Self-Care

- The ED will practice and model spiritual balance and responsible self-care, uphold UU principles, and model a covenantal relationship of mutual trust within the organization.

Qualifications:

Note that qualifications can be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. The ideal candidate will meet the majority of these qualifications:

- Strong commitment to MUUSJA's mission and Unitarian Universalist principles.
- Experience in community organizing, social justice advocacy, or UU ministry.
- Experience in managing a nonprofit organization with a proven track record of successful fundraising initiatives and experience in managing an organizational budget of \$50,000 or more.
- Strong ability to preach or speak and write persuasively to inspire.
- Demonstrated accomplishments of building relationships with diverse communities and organizing and leading collaborative movement building with multiple organizations, congregations, or groups.
- Previous experience in hiring and managing talented staff and interns, and recruiting, motivating, and managing volunteers.
- Dedicated to practice and model spiritual balance and responsible self-care.
- Highly motivated and able to work both independently and collaboratively with a team.
- Ability to multitask, meet deadlines, and focus simultaneously on details and the big the picture.
- Must be able to work nontraditional hours during the evenings and weekends.
- Occasional travel required.

How to apply

People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. MUUSJA is committed to developing a diverse and talented staff team.

If you are excited about this role but unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply. Send cover letter and résumé to jobs@muusja.org by Tuesday, April 16.

Compensation and Benefits

This is a half-time position (20 hours/week) offering a starting salary of \$24,000 – \$28,000. MUUSJA currently provides long-term disability insurance, contributes to the Unitarian Universalist Association (UUA)-sponsored employee retirement plan, and offers an allowance to help cover unreimbursed health-care costs. Employee-paid health, dental, and life insurance is available through the UUA.