



Development Associate

Unitarian Universalist Urban Ministry
Roxbury, MA

Unitarian Universalist Urban Ministry

The Unitarian Universalist Urban Ministry (UUUM) works across race and place to dismantle racism and white supremacy culture and to advance racial, economic, and social justice. We envision a Greater Boston where all people live with freedom and dignity, and have equitable access to resources and opportunity to shape the present and the future. Since its founding in 1826, the UUUM has been working side-by-side with underserved urban residents to help build the skills necessary to better their lives. Over its 190-year history, the UUUM has created many channels to conduct its work in addressing social injustice.

Today, UUUM programs focus primarily on serving Roxbury high school youth and Boston-area survivors of domestic violence, as well as on supporting community engagement across differences, especially those defined by race, class, neighborhood, and faith. Located in the center of Roxbury, we provide services to members of communities that are predominantly home to people of color, including the neighborhoods of Roxbury, Dorchester, Hyde Park, and Mattapan. Moreover, our programs are tailored to meet participants where they are, and we have expertise in working with LGBTQ people, immigrants, English language learners, and low-income children and adults.

The UUUM is a non- sectarian, non-profit organization.

This position supports the fundraising activities of all UU Urban Ministry programs.

Role:

The Development Associate (DA) supports the day-to-day functions of the Development Department in order to advance the organization's fundraising. The DA plays a key role in stewarding fundraising outreach activities to UU member congregations. The DA reports to the Director of Development and Communications and works closely with the Executive Director and Senior Minister for fundraising activities with member congregations.

Responsibilities:

Development Tasks:

- Accepts, records, and responds to donations and pledges, maintaining gift and donor prospect data using DonorPerfect software
- Processes all acknowledgement letters; composes and edits letters as necessary
- Assists with managing donor lists and processing appeal mailings, event invitations, and other program-specific or agency-wide mailings
- Assists with coordination of fundraising and donor cultivation and stewardship events, including event preparation, tracking of RSVPs and other invitee communication, day-of event staffing, and other duties
- Conducts donor prospect research
- Supports major donor cultivation through coordination of donor visits on behalf of the Executive Director and Senior Minister

- Plays active role in Development team to create and execute fundraising plan
- Promotes culture of philanthropy throughout UUUM in internal interactions with colleagues and in communication with former, current, and prospective donors
- Builds and maintains strong relationships with current and prospective donors

Congregational Outreach:

- Attends Sunday morning preaching engagements with Executive Director and Senior Minister, helping to introduce the work of the UUUM to that congregational community
- Prepares for Sunday preaching engagements by coordinating visit with parish administrators or UUUM delegates at the host congregation, and through stewardship of donors who attend these congregations
- Coordinates with Director of Development, Community Engagement, and program staff to ensure up-to-date program materials are brought to each preaching engagement
- Provides post-visit follow-up in coordination with Development team
- Connects those expressing an interest with volunteering with the volunteer coordinator

General Administrative Tasks:

- Supports operations of the UUUM's Board of Directors, including recording minutes, building recruitment and onboarding material packets, maintaining board archives, and other duties as required
- Processes all income to the agency, including rental income, and coordinates secure and timely transfer of these funds and cash receipts to Finance Department
- Assists with other administrative tasks, as needed

Qualifications:

- Commitment to a social-justice oriented and anti-oppression framework
- Strong interpersonal skills (including over email and on the telephone, as well as in person)
- Excellent verbal and written skills required
- Enthusiastic about working collaboratively in a diverse environment
- Strong organizational skills, and careful attention to detail
- Experience with or eagerness to learn DonorPerfect prospect management software, DonorSearch prospect research software, Constant Contact, and other communications and development tools
- Proficient in Microsoft Office Suite and Google Suite products, especially with using spreadsheets, mail merge functions, and document editing
- Bachelor's degree preferred, commensurate experience considered
- Knowledge of, or experience in, fundraising, nonprofit advocacy, membership cultivation and/or marketing is a plus

Additional Information:

- The Unitarian Universalist Urban Ministry actively seeks diversity in its programming. Bilingual/bicultural candidates and LGBTQIA+ candidates are encouraged to apply
- This is a 40-hours-per-week position. Hours are typically 10-6, Monday through Friday. However, hours are somewhat flexible as training and outreach obligations may occur in evening hours and weekends
- All UUUM full-time employees participate in at least 3 events on the annual calendar
- The UU Urban Ministry offices are pet-friendly

Salary and Benefits:

- Annual Salary Range: \$56,000 - \$60,000
- Benefits: Health, Dental, and Vision Insurance, 403B Retirement Plan with employer contributions after 1 year of continuous employment, 15 Vacation Days, 12 Sick Days, 3 Personal Days, 13 Observed Holidays, Life & LTD Insurance, and Flexible Spending Plan

To apply, please send resume and cover letter to Vinnie Myles: vmyles@uum.org.