



Development Associate

Unitarian Universalist Urban Ministry

Roxbury, MA

Unitarian Universalist Urban Ministry

The Unitarian Universalist Urban Ministry (UUUM) is a non-profit, non-sectarian organization with a mission to work 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. Over its 190-year history, the UUUM has created many channels to conduct its work in addressing social injustice, and continues to evolve in order to do so.

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 heart of Roxbury, we work with 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 LGBTQIA+ people, immigrants, English language learners, and low-income children and adults.

The Role

The Development Associate has the primary responsibility of ensuring the functionality and success of both the engagement opportunities and volunteer training program at the UU Urban Ministry. This includes the recruitment, education and training, placement, and supervision of volunteers and interns that support the programs, services, and operations of the UUUM. The Development Associate works cooperatively with the Director of Development and Communications to propose, adopt, and continuously improve volunteer programming, including policies and procedures. Additionally, the Development Associate will be part of the team that works together to continuously grow the fundraising and communications efforts that support the UUUM's mission and work.

Responsibilities

Community Engagement:

- Plan and implement volunteer and internship recruitment, orientation, ongoing training, scheduling, placement, and recognition activities
- Work collaboratively with program staff to understand and coordinate program needs
- Build a network of volunteers from neighborhood members, local organizations, and past UUUM program participants
- Recruit and engage with volunteers to identify how they can put their skills to best use in the organization and/or community
- Meet with volunteers to gauge success of placement to ensure they feel supported
- Meet with staff/community members to gauge success of volunteer placements and roles and act as liaison between UUUM and our volunteers
- Coordinate ongoing support, education, and engagement opportunities for volunteers

Communications and Development:

- Develop and manage internal and external volunteer program communications and collaborative relationships
- Serve as primary liaison between UUUM programming and delegates from member congregations
- Coordinate in-kind donations to the UUUM
- With Director of Development and Communications, and in the context of the UUUM's fundraising goals, coordinate volunteer stewardship

Qualifications

- Experience working with one or more of the following populations, preferred: survivors of domestic violence and/or youth
- Knowledge of issues related to racial justice, youth empowerment, domestic violence, trauma, mental health, and community resources
- Commitment to a social-justice oriented and anti-oppression framework
- Experience with recruiting volunteers and/or conducting outreach a plus
- Enthusiastic about working collaboratively in a diverse environment
- Ability to represent the UUUM in an exceptional manner

Additional Information:

- The Unitarian Universalist Urban Ministry actively seeks diversity in its programming. Bilingual/bicultural candidates and LGBTQTIA+ candidates are encouraged to apply.
- Only those who have been fully vaccinated for COVID-19 will be considered
- 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 the annual calendar
- While this is a full time, permanent position, we are open to creating an interim post for 1- or 2 years for someone who is looking for that
- This position reports to the Director of Development and Communications.

Salary and Benefits:

- Salary range: \$50,000 - \$54,000/year
- Benefits: Health & Dental 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.