

Director of Development and Communications

Unitarian Universalist Urban Ministry
Roxbury, MA

Position Summary:

The Unitarian Universalist Urban Ministry (UUUM) is seeking candidates for the position of **Director of Development and Communications**. The UUUM is one of the oldest social justice organizations in the country and is committed to racial, social and economic justice. Our core programs are after-school, weekend and summer programming for high school students, a domestic violence shelter, and community engagement through history and the arts. Our historic campus in Roxbury includes an 1805 Meetinghouse restored as an event venue.

Visit our website at www.uuum.org for more information.

Key elements of the role include:

- Work closely with the executive director on donor cultivation efforts
- Grant writing, tracking reporting and research.
- Database stewardship, including generating data for a variety of reports
- Maintain/update website
- Develop and manage the fundraising outreach plan
- Plan and executive donor events

Coordinating the scheduling and production of printed materials, including appeals.

Reports to: Executive Director & Senior Minister and supervises the Manager of Donor Relationships and Volunteer Coordinator.

Supervises:

- Full time development associate
- Full time congregational and volunteer engagement coordinator
- Contracted grant writer

Specific Responsibilities:

- Collaborate with the executive director on donor cultivation and retention efforts
- Ensuring robust grant application effort. Researching new grant opportunities, writing grant proposals, tracking deadlines and reporting on grants as required.
- Supervising donor and stewardship information systems (gift entry; database management) and generating reports
- Develop and manage a communications plan related to all UUUM fundraising and outreach activities
- Oversee the design and publication of four annual appeals, as well as collateral needed for cultivation and organizational events
- Work directly with vendors to ensure the timely completion of projects, including the production and mailing of four appeals each year

- Organize a 3-4 cultivation events throughout the year that share UUUM's work in order to garner support from existing and new supporters

Job Requirements:

- Knowledge of and identification with the mission and vision of the UU Urban Ministry.
- Knowledge of grants, specifically public funding, preferred.
- Strong attention to detail, highly organized, self-motivated.
- Ability to work both independently and as an integrated team member
- Database experience, preferably including DonorPerfect.
- Knowledge and skill on social media including Facebook and Twitter
- Bachelor's Degree or relevant experience

Candidates for this position should have experience with, or have an enthusiasm for learning, the following:

- Wix
- Microsoft Publisher
- Adobe Photoshop, InDesign
- DonorPerfect database
- Constant Contact
- Basic graphic design

Salary and Benefits:

- Position Type: Full-time
- Salary: \$85,000-\$90,000/year based on experience
- Benefits:
 - 403(b)
 - Health insurance
 - Paid time off
 - Vision insurance
 - Dental insurance

To apply, please send your resume and cover letter by July 30, 2026 to the Rev. Mary Margaret Earl, Executive Director & Senior Minister at mmearl@uum.org