

Unitarian Universalist Fellowship of San Dieguito

DIRECTOR OF CONNECTIONS

Reports to: Minister
Effective: As soon as available
Status: Half time (20 hours per week)
FLSA: Exempt
Annual Wages: \$25,000 per year plus pro-rated benefits (see below)

JOB SUMMARY

The Director of Connections helps turn visitors into members, and helps congregants strengthen their connections within the Fellowship and deepen their commitment to UUFSD's mission. The Director of Connections is well organized, self-motivated, and highly efficient in developing and executing programs with the Minister, Administrator, Board, and others to expand the size and engagement of the congregation. S/he is enthusiastic about meeting people and helping them to find places in our congregation and is also passionate about involving congregants in activities that nurture their spirit.

ESSENTIAL FUNCTIONS

Highest Priority

1. Working with the minister, staff, and lay leadership, develops effective means of understanding who we are as a community, gathering information about visitors, friends, and members in a way that supports volunteer engagement and leadership development.
2. Helps form (if needed) and leads a group of volunteers that support member engagement and development (Membership Engagement Team or MET).
3. Through MET and individually, works with the Minister to identify training opportunities and to assist in developing training and development needed to groom effective leaders.
4. Ensures that Sunday morning is a time of welcome, hospitality, and orientation to all who are present.
5. Oversees the pathway by which visitors become members, including helping to maintain an accurate membership database.

Mid Priority

6. Supports Communications team in its internal communications mission of sharing information with members throughout their time at UUFSD.
7. Recruits, trains, and supports volunteers in shared ministry.
8. Works with the Communications team on external communications to promote Unitarian Universalist principles by ensuring the visibility of the Fellowship and its activities in our local community, as well as in media and social media outlets (including Facebook, YouTube, Twitter, etc.).
9. Builds connections in the broader community and maintains communication with regional and national UU and interfaith and social justice groups.

CORE COMPETENCIES

Program Development

People/Volunteer Management: Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion; creates a climate in which people want to do their best; motivates employees, volunteers and members; empowers others; creates a database of member skills, interests and contacts to support volunteer activities;

Project Management: Identifies the key objectives and scope of a proposed project; garners needed resources and project support, develops a realistic and thorough plan for achieving key objectives, keeps team members briefed on progress, implements action plans, communicates progress to sponsors, identifies and resolves barriers and problems.

Creativity and Innovation: Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Professionalism

Communication: Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings, including in writing; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener or reader;

Follow Through: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to details.

Personal Resilience: Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

Priority Setting: Spends his/her time and directs the time of others to what is important; quickly zones in on the critical issue, and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus.

Leadership in Covenantal Community

Ethics and Values: Honors the core values and beliefs of the organization in his/her choice of

behaviors; consistently embodies appropriate behavioral choices in both stressful and non-stressful situations; practices the behaviors he/she advocates to others.

Integrity and Trust: Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

Pastoral Care Support: Creates a spirit of openness that invites those who are spiritually or emotionally troubled to confide in her/him; demonstrates appropriate pastoral care boundaries; respects confidences; communicates with the minister about congregants' pastoral care issues; encourages congregants to utilize the congregation's pastoral care and conflict resolution resources.

Self-Differentiation: Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence in the midst of turmoil; not overly dependent upon outside affirmation; works to build a strong personal support system.

QUALIFICATIONS AND EXPERIENCE

Bachelor's degree preferred (e.g., business, communications, organizational development, sociology or a related field)

Academic training or equivalent experience in organizational development, human behavior, public relations, and/or management desired.

Professional work experience at the management/executive level preferred.

Demonstrated track record of relevant achievement in a complex organizational environment

Leadership experience with membership organizations and/or community outreach (paid or volunteer) strongly preferred

Excellent interpersonal skills and experience in a collaborative, team based work environment

Passion for meeting goals, collecting and organizing data, and motivating others

Strong computer and social media skills

PAY, BENEFITS, AND HOURS

This is a half-time exempt position that reports to the Minister. Compensation package includes: pro-rated benefits, subject to UUA guidelines, including medical insurance, paid vacation and sick time, and participation in the 401(k) retirement plan

Work hours are flexible, but need to include four Sunday mornings per month (8 a.m. to 1 p.m.) and one day during the week where office hours coincide with the minister's office hours.