



1 Edwin Place, Asheville, 28801

Contact: Rev. Cathy Harrington minister@uuasheville.org

Full-time Director of Administration

UU Asheville, a progressive, inclusive, and engaged congregation in Asheville, NC, is seeking a 40 hrs/week, exempt Director of Administration. Our Unitarian Universalist congregation is explicitly (if imperfectly) anti-racist, LGBTQ+ affirming, and theologically diverse.

BRIEFLY ABOUT UU ASHEVILLE

[A great deal of information is available on our website](#), but briefly, we are a 480-member congregation of Unitarian Universalists that was chartered in Asheville in 1956. We have two full-time ministers, and part-time music director, administrative assistant, connections coordinator, two religious exploration coordinators and very part-time A/V techs and childcare workers. Congregational governance is via a policy governance model. We are currently in the second year of a two-year interim ministry, following the retirement of a lead minister who served the congregation for 17 years.

JOB DESCRIPTION

Is responsible for management, planning and leadership of the congregation's financial systems, daily operations including office administration, communications, and A/V functions, human resources, and campus facilities. Supervises the work of the Office Manager, Connections Coordinator and Lead A/V Tech, as well as contractors for bookkeeping, cleaning, and tech support.

PRINCIPAL RESPONSIBILITIES

1. Financial Management 30%
 - Develop and monitor the Congregation's annual operating budget and oversee the preparation of financial reports.
 - Work with a contract bookkeeper.
 - Manage cash flow.
 - Oversee accounting functions (deposits, payroll, accounts payable and receivable)
 - Approve all expenses, deposits, payments and make bank deposits.
 - As necessary, develop and review financial policies and procedures and ensure that internal controls are maintained.
 - Manage the creation of an annual operating budget plus five-year projection.
 - Ensure protection of the congregation's assets.

- Recruit volunteers and act as staff liaison for the Annual Budget Drive.
 - Oversee other operating or capital fund-raising projects, including the church auction by acting as staff liaison.
 - Work with the Legacy Circle Committee as requested.
 - Work with the Finance Advisory Committee to provide oversight of the congregation's finances.
2. Facility Management 20%
- Direct the cleaning and maintenance program of the congregation, including all buildings and exterior space and the repair and replacement of equipment, to provide a clean, welcoming, and safe campus.
 - Oversee all aspects of campus security.
 - Negotiate and oversee scheduling of property, including rentals.
 - Supervise all volunteer, contract and paid staff involved in maintenance and/or repair of facilities (interior and exterior), furnishings and IT and A/V equipment.
 - Solicit bids, hires, and oversee contractors for construction projects.
3. Human Resource Management 5%
- Supervise and evaluate Office Manager, Lead A/V Tech, and Connections Coordinator.
 - Administer and revise (as needed) standards, policies and procedures.
 - Assist Executive (Lead Minister) in nurturing a culture of right relationship among staff, and between staff and congregation.
 - Organize staff meetings, retreats, and in-service trainings.
 - Oversee maintenance of personnel records.
 - Oversee benefits programs.
 - Administer risk management and worker's compensation programs and act as liaison with the congregation's insurer.
4. Membership/Connections 5%
- Collaborate with Connections Coordinator to develop a "path to membership" that transforms newcomers to active members.
 - Oversee work of Connections Coordinator, providing help and/or advice as needed.
5. Policies 5%
- Assist the Executive in devising means to accomplish Board-developed goals for the congregation, and report on the accomplishment of those goals.
 - Create/collect and manage policies of the Executive.
 - Assist the Executive in the development, implementation, and review of procedures developed to carry out policies of the Executive.
6. Program and Administrative Support 15%
- Provide administrative support for committees, task forces, congregational meetings, and other projects.
 - Act as staff liaison to Leadership Development Committee, providing ideas, structure and support for that committee's work.

- Supervise Office Manager in managing volunteer and financial giving database.
- Respond to congregant inquiries and requests when needed.

7. Communications 20%

- Support Office Manager in preparation of internal and external communications including proofreading/editing of print/electronic communications including our weekly e-newsletter.
- Write UU Asheville monthly blog article, News4Leaders blog, some *eNews* announcements, some Annual Budget Drive materials, and some website content.
- Act as graphics designer for most posters, brochures, and pamphlets.
- Manage production of congregational Annual Report.
- Conduct annual budget hearing for the congregation in April.

STRENGTHS AND SKILLS

- Ability to deal effectively and tactfully with a wide variety of individuals – in person, over the phone and in writing.
- Supervisory and management skills.
- Proficiency in Google Admin and Google Drive, MS Office Suite (Word, Excel, PowerPoint, and Publisher), Wordpress, Zoom. Ability to adapt to other software as necessary (e.g., Canva, photo-editing software, MailChimp, Wufoo, Google Forms).
- Knowledge of church databases (particularly Realm) a plus.
- Excellent organizational skills, accuracy and attention to details.
- Versatility, flexibility, and a willingness to adapt to changing priorities.
- Excellent written communication and presentation skills.
- Commitment to excellence and high standards.

JOB TITLE: Director of Administration

REPORTS TO: Interim Lead Minister, Rev. Cathy Harrington

START DATE: Immediately

STARTING SALARY: \$57,000-\$65,000 per year, exempt, with benefits

WORK HOURS: This is a full-time position that requires some flexibility for working some evenings and weekends

DEADLINE FOR APPLICATIONS: Open until filled

People with disabilities, BIPOC, and LGBTQ+ candidates are encouraged to apply. UU Asheville is committed to developing a diverse and talented staff team.

Also, we recognize that many potentially great applicants may not meet 100% of the stated job requirements. That's okay! If you are excited about this role and believe you can grow into it: we encourage you to inquire and apply.

Send resume and cover letter to: Rev. Cathy Harrington, at minister@uuasheville.org. No phone calls please.