



Church of the Larger Fellowship Executive Director Boston, Massachusetts

Exempt Full-time Position Description

POSITION TITLE: Executive Director
REPORTS TO: Rev. Meg Riley, Senior Minister

Position begins September 2015

Worksite Description:

The Church of the Larger Fellowship (CLF) is a 3,500 member Unitarian Universalist congregation without walls, serving a global population through a wide variety of technologies and communications methods. The staff (18 people, 10 FTE), including the Senior Minister, is geographically dispersed. Administrative offices are housed in the Boston offices of the Unitarian Universalist Association (UUA). The ED is expected to work at least part of the time from the Boston office. For more information, see www.CLFUU.org or www.QuestforMeaning.org

Job Summary:

Reports to the Senior Minister. Manages CLF's business and financial affairs, including oversight of accounting, financial reporting, stewardship/fundraising, information technology, and daily oversight of all operations. Supervises accountant, membership director, fundraising director, and other staff (as needed). Serves as primary staff liaison to the Board of Directors.

As a planner, facilitator, and evaluator, in a fluid and evolving workplace, the ED strategizes with the senior minister about priorities and focuses on the success of all programs, including close attention to web analytics.



Key Functions:

Business Administration:

- Organizes and maintains all administrative and corporate files and records
- Oversees procedures and practices of office functioning, ensuring effectiveness and determining work flow priorities for administrative staff
- Primary contact for all business activity, including liaison with the bank, security brokers, insurance providers, attorneys, and contracts with vendors
- Ensures the legal, ethical, and efficient implementation of church policies
- Chooses and evaluates appropriate technologies for internal and external communication
- Primary liaison to the CLF Board of Trustees and Nominating Committee
- Primary liaison to the UUA departments which support CLF operations—primarily Human Resources, Information and Technology, Finance, General Assembly and Operations

Financial Management:

- Implements and monitors accounting practices and procedures, consulting with the Treasurer and finance committee
- Oversees accounting functions, with primary responsibility for all functions related to receiving, handling, and disbursing money
- Presents monthly financial statements to the Finance Committee and quarterly reports to the Board of Trustees
- Monitors all fiscal activity impacting funding, operations, and capital, including cash flow management
- Develops long range planning and oversees investments (with Finance Committee)
- Develops and maintains a balanced operating budget, with primary budget oversight
- Assists with budgets for grants and other reports
- Attends meetings of the Finance Committee

Technology:

- Facilitates facile communication with and between staff, board, and CLF members in a constantly-changing landscape of platforms and possibilities
- Provides monthly analytics, both numerical and narrative, to the program staff



- Oversees the use of eTapestry by Fundraising Director and other staff to be in communication with substrata of membership
- Oversees management of CLF websites including www.QuestforMeaning.org; www.CLFUU.org; and www.TheDailyCompass.org
- Supervises staff and consultants in tech and tech support

Management/ Personnel:

- Selects, hires, and supervises administrative and technology staff
- Oversees all HR aspects of CLF staff, interns, and consultants, with primary HR duties contributed by the UUA HR Department (including payroll and benefits administration)
- Fills out all necessary forms regarding seminary interns
- Communicates and manages employee benefits packages
- Convenes monthly all-staff meetings

Core competencies:

- Articulates and supports the CLF mission and Unitarian Universalism
- Extensive experience as a manager, administrator, or program director
- Extensive experience as manager of accounting systems, properties, portfolios and administrative systems, ideally in large church or non-profit
- Ability to focus on details and the big picture simultaneously; multi-tasking and meeting deadlines
- Demonstrated ability to ensure financial stability and continuity of operations through change
- Demonstrated initiative, creativity, flexibility, and focus in a fast-paced, geographically dispersed, transitional environment
- Able to work independently and collaboratively, create an atmosphere conducive to teamwork
- Clear communications, both internally and externally
- Relentless commitment to excellence while working in a learning environment, which has as its informal motto, "Always in beta."