

# First Unitarian

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FIRST UNITARIAN CHURCH OF PROVIDENCE  
1 Benevolent Street - Providence, RI 02906 - 401-421-7970  
[www.firstunitarianprov.org](http://www.firstunitarianprov.org)

## **JOB POSTING**

POSITION: CHURCH MANAGER

### ORGANIZATIONAL DESCRIPTION

The First Unitarian Church of Providence is a liberal religious congregation serving members from Rhode Island, Massachusetts, and Connecticut communities. Our members and friends are diverse in faith, ethnicity, history, and spirituality but aligned in our desire to make a difference for the good. We have a track record of standing on the side of love, justice, and peace.

### POSITION OVERVIEW

The First Unitarian Church of Providence (First U) seeks to hire a dynamic, full-time Church Manager to build on the progress of recent years. This position manages office procedures and records; building facilities/equipment rental, purchase and repair; comprehensive annual church schedule and building use; and purchasing. The Manager produces church publications, prepares budgets and payroll, and oversees accounts receivable and bookkeeping services. The Manager supervises two full-time staff, several part-time staff, and reports directly to the minister and governing board of First U. The Manager is the main contact for people planning weddings and memorial services. As a member of the senior leadership team, this person plays a key role in total management of the church operations and works closely with the minister, First U's staff, governing board, and committees to ensure the smooth functioning of First U's church services and programs. The Manager is an ambassador and front-line communicator for the organization who fields many requests and manages the interface of diverse parties and groups within the church community. Flexibility for occasional evening and weekend work, meetings, or events is essential.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- College degree in public or business administration or equivalent experience
- Minimum of 4 years relevant work experience
- Church/non-profit experience with non-profit accounting training highly desirable
- Ability to work in a fast-paced, high-demand environment
- Demonstrated ability to effectively supervise staff
- Understanding of finance and budgeting
- Strong language/communication, writing, and editing skills
- Excellent interpersonal skills
- Ability to multitask
- Ability to plan, implement, evaluate, and improve operations
- Self-starter and self-disciplined individual who brings flexibility, imagination, humor, and creativity to the work

- Strong organizational skills
- Demonstrated ability to build and maintain positive relationships with a wide diversity of people, representing a broad array of interests and backgrounds
- Positive and effective communication skills
- Comfortable working with a diverse range of people
- Ability to interact appropriately with both nervous brides and people who are grieving
- Experienced with social media and communications
- Committed to equity and justice with the ability to bring a justice perspective to the work
- Knowledge of major office-related computer applications including database management, Excel spread sheets, Microsoft Office, Adobe InDesign, and Google docs

This position correlates to the position titled Congregational Administrator by the Unitarian Universalist Association. See [https://www.uua.org/sites/live-new.uua.org/files/capsule\\_job\\_descriptions\\_17-18\\_final\\_012017.pdf](https://www.uua.org/sites/live-new.uua.org/files/capsule_job_descriptions_17-18_final_012017.pdf)

#### COMPENSATION AND BENEFITS

The salary range for this position is \$45,000-\$55,000, depending on experience with benefits.

#### TO APPLY

To apply, please send a resume and cover letter as one document to: [jobs@firstunitarianprov.org](mailto:jobs@firstunitarianprov.org)  
Preference will be given to applications received by February 26, 2018.

*First Unitarian Church of Providence is an EEO Employer and does not discriminate on the basis of race, religion, sex, nation of origin, disability, sexual orientation, gender identity, or expression.*