

# **Unitarian Universalist Prison Ministry of IL : Executive Director**

Reporting to the Steering Committee and working with each sub-group head, the Executive Director will have strategic and operational responsibility for UU Prison Ministry of IL (UUPMI) programs, expansion, and execution of its mission. This person will initially develop deep knowledge of the field, core programs, operations, and current strategic plans. Based in the Chicago area.

Half time position - pay commensurate with experience and other qualifications.

Package includes Paid time off and professional expenses.

Email resumes to: [Dalecgriffin@comcast.net](mailto:Dalecgriffin@comcast.net) by November 30th, 2019

## **Responsibilities**

- Work with Steering Committee and volunteers to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- Ensure ongoing programmatic excellence, program evaluation, and administration of:
  - volunteer activities, training, and contact information;
  - congregational integration and activities;
  - in-prison coordination and partnerships;
  - training schedules and implementation;
  - communications (google management, constant contact, presentation development);
  - public advocacy;
  - fundraising.
- Recommend timelines and resources needed to achieve the strategic goals and mission.
- Actively engage and energize UU Prison Ministry of IL (UUPMI) volunteers, steering committee members, and partner and ally organizations.
- Work with UU and non-UU organizations to create and deepen partnerships including:
  - UU Advocacy Network of IL (UUANI)
  - UU Church of the Larger Fellowship (CLF) - Worthy Now Ambassador program
  - Local advocacy and civic organizations focused on prisoner solidarity and ending mass incarceration
- Ensure effective tracking of engagement and regularly evaluate program components, to measure successes that can be communicated to the board, funders, and other constituents.
- Communicate effectively with the Steering Committee and Convener in a timely manner all information necessary for them to function properly and to make informed decisions.

- Ensure strategic planning occurs that will ensure a successful fulfillment of UUPMI's Mission into the future.
- Enhance UUPMI's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Deliver, deepen and refine all aspects of communications—from monthly newsletters, web presence, and social media to external relations with the goal of creating a stronger presence of our work around the state.
- Provide fiscal management in collaboration with the Treasurer or similar Steering Committee member that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Participate in pastoral care and connection with people inside jails and prisons
- Other duties as deemed necessary.

## **Professional Qualifications:**

- Bachelor's degree (or equivalent experience) at minimum; MDiv preferred
- Five years or more of ministerial or organizational leadership experience
- Strong written and oral communication skills
- Maturity, emotional intelligence, patience, and humor
- Demonstrated commitment to the well-being of incarcerated persons and knowledge of the system
- Ability to interface and engage diverse volunteer and donor groups
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development, task facilitation and self-directed work
- Ability to convey a vision of UUPMI's strategic future to steering committee, those directly impacted, volunteers and partners
- Skills to collaborate with and motivate steering committee members, those directly impacted and other volunteers
- Strong public speaking ability

UUPMI is an equal opportunity employer. We encourage formerly incarcerated people, persons of color, and LGTBQI people to apply.