

Universalist Unitarian Church
3000 W Richwoods Blvd
Peoria IL 61604



Position Title and General Details

Stewardship and Communication Coordinator

Status: 18 hours a week

Salary: \$20,000-22,000 per year

Benefits: Vacation, sick and personal time

Reports to: Minister

About the Universalist Unitarian Church of Peoria

The Universalist Unitarian Church of Peoria is an historic congregation in the community, thriving here since 1843. We are people of all ages, people of many backgrounds, and people of many beliefs. We are brave, curious and compassionate thinkers and doers. We create spirituality and community beyond boundaries, working for more justice and more love in our own lives and in the world.

Our faith affirms and promotes seven Principles, grounded in the humanistic teachings of the world's religions. Our spirituality is unbounded, drawing from scripture and science, nature and philosophy, personal experience and ancient tradition as described in our six Sources. (Visit UUA.org and PeoriaUUchurch.org)

This special individual to help us share the proud story of our progressive, liberal tradition in the Peoria area.

Position Description

We seek a Stewardship and Communication Coordinator to provide support in communication both internal and external, the annual campaign, fundraising projects, and support for social impact work in the life of the church. The position is 18 hours a week and reports to the minister. The coordinator will work cooperatively with an administrative team made up of other church staff and with a communications team made up of members of the congregation. The Coordinator will organize the annual campaign team and the fundraising team and direct the details of various projects on the church calendar.

Qualifications

- Knowledge and proficiency of online platforms used by the congregation
- Experience with fundraising methods, particularly those used by non-profit organizations
- Experience in organizational budget development and proficiency in use of Excel and other pertinent applications
- Experience with coordinating paid staff and volunteers
- Possesses creativity, works well within a team setting and aware of self-differentiation
- Ability to use proper grammar and punctuation to communicate effectively, particularly, but not limited to, the chat feature in Zoom and in social media used by the congregation
- Understanding of Unitarian Universalist Principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism

- Organized, punctual, dependable

The four areas of responsibility are Communications, Stewardship, Fundraising and Social Impact. The primary tasks are:

Communications

1. Serve as the staff liaison with the Communications Team for policy making about church communications and input for new and ongoing modes
2. Outline and implement a plan for church communications
3. Ensure that videos are made for insertion on website, in Flocknote, on Facebook and other modes
4. Keep the website up to date with support from staff and volunteers
5. Ensure that posts are made to Facebook and Facebook Connections group as appropriate
6. Use the church's YouTube channel as needed and appropriate
7. Loosely monitor the io group
8. Ensure that printed communications (brochures, fliers, cards, etc.) are updated and effective - in consultation with related groups

Stewardship

1. Assist the Budget Development Committee to gather data and create the budget
2. Develop and maintain spreadsheets related to budget and giving data
3. Aid the Annual Campaign Team to develop process and campaign strategies
4. Support the Stewardship Development Team create long-term development goals
5. Serves as a member of the Budget Development Committee, the Annual Campaign Team, and the Stewardship Development Team

Fundraising

1. Establish and maintain Fundraising team
2. Meet as needed with Fundraising team
3. Work in coordination with the Fundraising team to develop plans for both on-line and in-person fundraising opportunities/projects
4. Develop/maintain year-round calendar of fundraising (including both ongoing programs and one-time events)
5. Oversee new and existing fundraising projects/events, plan budgets, recruit volunteers, manage logistics of events, document outcomes, etc.

Social Impact

1. Attend monthly Social Impact meetings and work in coordination with the Social Impact Committee chair/s
2. Communicate with Social Impact project team leaders
3. Inform other admin team members of any issues that need their knowledge or attention
4. Keep abreast of and maintain information on existing Social Impact project progress
5. Vet social impact opportunities and programs that ask to use church resources and bring new opportunities/programs to admin team for approval

Apply now!

Inquiries can be directed to careers@peoriauuchurch.org