

**Position: Membership and Communications Manager**

**Purpose of Position:** The Membership and Communications Manager is responsible for overseeing the day-to-day operations of membership, membership care and communications for All Souls Church, Unitarian (ASCU). ASCU has a membership base of more than 750 members connected to the church and its many communities. The Membership and Communications Manager will work with the Executive Director and Senior Minister (Executive Team) to support ASCU membership and membership growth, and messaging across all communications platforms.

**Reports To:** Executive Director

**FTE (Percent of Time):** 1.0 FTE (100%) EXEMPT

**Primary Hours:** 9AM-5PM Sunday – Thursday

**Compensation:** \$68,000 - \$73,200 Annually

**Benefits:** Health insurance (currently a 90/10 split), retirement contribution, life insurance, and long-term disability. ASU also provides a 10% annual contribution to the Unitarian Universalist Association retirement plan.

**ESSENTIAL RESPONSIBILITIES:**

- Develops and implements initiatives relevant to member recruitment, engagement and retention and any other issues or concerns related to membership.
- Produces the weekly e-newsletter (the primary membership communication vehicle), the electronic and printed order of service for Sunday worship, and periodic notices of meetings and programs.
- Manages Zoom access to worship services and other hybrid gatherings in the church.
- Develops messaging and imaging for programs across the ministries of the church.
- Works closely with the Database Manager to ensure reporting and integrity of data.
- Collaborates with Executive Team and Minister of Congregational Care on member communications.
- Manages the website. Ensures the website, communities and other digital benefits are fully utilized.
- Creates annual work plan in collaboration with the Executive Team.
- Coordinates social media messaging and ensures all social media posts are consistent with the mission and values of All Souls.

**SKILLS, KNOWLEDGE, AND ABILITIES:**

- At least 5 years of progressively responsible experience in membership and communication services with a nonprofit organization, religious or membership association.
- Experience developing marketing initiatives.
- Experience implementing effective membership recruitment and engagement strategies.
- Understanding of OnRealm, and other ACS Technology platforms, Microsoft Packages, and Adobe Illustrator.
- Demonstrated customer service orientation with strong communications skills.
- Ability to work in a close team environment, manage competing priorities and a willingness to accept feedback.
- Ability to make decisions and take appropriate actions.
- Ability to carefully consider diverse perspectives.
- Demonstrated leadership and initiative.
- Demonstrated commitment to the 8<sup>th</sup> Principle

**EDUCATION:**

College degree or equivalent experience with five+ years of program management experience.

**POSITION:**

Non-Supervisory. Supports Executive Team.

**APPLICATION:**

ASCU strives to embody diversity, equity and inclusivity commitments in its employment practices, institutional culture, and its relationships within and outside our community. Applicants holding diverse identities and/or life experiences are warmly encouraged to apply.

Interested applicants should send a resume, cover letter and two writing samples to Executive Director, Traci Hughes-Trotter, at [executivedirector@allsouls.ws](mailto:executivedirector@allsouls.ws) no later than March 15, 2024. The position must be filled by April 1, 2024.