



Unitarian Universalist  
Veatch Program at **Shelter Rock**  
**Human. Kind.**

## **POSITION ANNOUNCEMENT: PROGRAM OFFICER**

The Unitarian Universalist Veatch Program at Shelter Rock is the national philanthropic giving program of the Unitarian Universalist Congregation at Shelter Rock in Manhasset, New York. We have been a leader in progressive philanthropy since 1959. We provide long-term general support for non-profit organizations throughout the United States that reflect the values and philosophy of Unitarian Universalism. Veatch grantees are building the base for progressive social change in the United States, including engaging in constituent-led organizing, civic engagement and advocacy efforts. We are a multi-issue funder, including support for environmental justice, worker rights, gender justice, racial equity and immigrant rights.

The Veatch Program has a legacy of long-term partnerships with grantees as well as in progressive philanthropy. Veatch Program Officers build relationships throughout the country, in urban and rural areas, local and state-based initiatives, with both independent and network-affiliated organizations, and with a richly diverse range of leaders. This position will both honor that deep legacy and bring a broad-based perspective to our current understanding of issues, community-led priorities, and philanthropic practices.

For the latest Veatch annual report including a list of current grantees please visit: [www.uucsr.org/programs/philanthropy/veatch-program/](http://www.uucsr.org/programs/philanthropy/veatch-program/).

### **Responsibilities:**

- Monitor the progress of ongoing grants and manage a high volume of grant renewals;
- Build relationships with grantees to deeply understand their work and to maximize support for them;
- Assess developments in the field in order to evaluate and recommend new grants;
- Develop political education programs for the Veatch Board and the congregation;
- Collaborate as a member of our program team to ensure the effectiveness of our grantmaking strategy, the implementation of our program activities and the efficiency and accuracy of our internal operations; and
- Engage and organize within philanthropy to ensure the strength of progressive organizing, the social justice movement and our grantees.

### **Required Qualifications:**

The ideal candidate for this position will have at least 3-5 years of grantmaking or related experience along with understanding of social issues and a demonstrated commitment to working for social change. We require a knowledgeable, respectful and inquisitive approach to understanding the history, practices, challenges and opportunities our grantees are navigating. Hands-on experience of at least 5-7 years with the kind of work we support, especially community organizing and integrated voter engagement is a plus. Knowledge and relationships in New York State's organizing community and/or with labor organizing is a plus as well. We work in a friendly and highly collaborative, fast-paced environment that requires the ability to engage in strategic analysis and partnerships, to listen and learn, to take both direction and initiative, and to be accountable for independent work and follow-through.



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**Required Skills:**

- Excellent writing skills;
- Assessment and tracking skills;
- Ability to learn and use a Grants Management System (Foundant);
- Highly organized, able to take both direction and initiative, and able to multi-task;
- Excellent communication and interpersonal skills;
- Ability to work consistently on deadline;
- Comfortable with financial concepts and managing budgets;
- A team approach to work;
- Acceptance of Unitarian Universalist principles as our programmatic mission and comfort working within a faith congregation;
- Ability to work with individuals (and organizations representing people) of different identities as well as those of different religious and socio-economic backgrounds.

This full-time position is located in Manhasset, Long Island. Schedule flexibility is offered. Availability for national and local travel a must.

**Salary:** Competitive based on experience, with excellent benefits.

The Unitarian Universalist Congregation at Shelter Rock invites applications from candidates regardless of race, gender, sexual orientation, age or disability.

A resume with cover letter describing your interest in this position, salary requirements, with names and phone numbers of three references, should be submitted electronically to [veatch-search@crenyc.org](mailto:veatch-search@crenyc.org). The deadline for applying for this position is July 31, 2019, although we strongly encourage interested applicants to submit their materials as soon as possible.

**Unitarian Universalist Principles**

Unitarian Universalism is a non-creedal faith. The Member Congregations of the Unitarian Universalist Association covenant to affirm and promote:

- The inherent worth and dignity of every person;
- Justice, equity and compassion in human relations;
- Acceptance of one another and encouragement to spiritual growth in our congregations;
- A free and responsible search for truth and meaning;
- The right of conscience and the use of the democratic process within our congregations and in society at large;
- The goal of world community with peace, liberty, and justice for all;
- Respect for the interdependent web of all existence of which we are a part.