

Unitarian Church of Lincoln

Title:	Membership Manager
Reports to:	Minister
FLSA Status:	Non-Exempt
Hours and schedule:	10 hrs/week
Salary:	\$22.64/hour
Date created or revised:	May 2022

Position Purpose

The Membership Manager of the Unitarian Church of Lincoln (UCL) is the first point of contact between new visitors and the congregation, and serves to facilitate relationships and community building within the membership of the congregation.

Essential Functions

- Develops relationship between new visitors and UCL, including entering contact information into the congregational database, following up with visitors, and inviting their further participation in the life of the congregation.
- Collaborate with the Membership Umbrella Committee for welcoming initiatives.
- Train and organize greeters, ushers, and assist with general hospitality and welcoming.
- In collaboration with the Minister, arrange and lead interested friends through the Pathways to Membership process.
- Work with congregational committee structure to connect members and visitors to opportunities for engagement.

Core Competencies

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Mission Ownership: Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.

Integrity and Trust: Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

Team Orientation: Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team;

understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.

Membership Development: Supports the membership process of the congregation with a well-defined articulation of membership and its benefits; actively connects visitors with the life of the congregation in ways that support membership commitment and growth; understands the membership process of the congregation as a system that incorporates hospitality, welcome, orientation, membership, and deployment.

Organizational Innovation: Seeks organizational innovation with a purpose; leads others in innovative activity; creates a prudent risk-taking environment; embraces life-long learning for oneself and for others; accepts the mistakes of others and turns them into learning opportunities; identifies alternatives to status quo and advocates system changes when barriers to change are identified.

Qualifications

Skills/Knowledge/Physical Requirements

- Excellent verbal and written communication skills
- Ability to support multifaceted projects and interactions
- Knowledge of and comfort with Unitarian Universalism (*note: membership is not a requirement, but applicants should be familiar with the Unitarian Universalist Association (UUA.ORG) and its core principles*)

Experience:

- Experience welcoming and including all people
- Experience creating and executing unique ideas in light of new information
- Experience with data entry
- Experience working (or volunteering) in a church or non-profit setting

Education:

- High School Diploma

Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. We are committed to developing a diverse and talented staff team. If you are excited about this role, but unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply.

The Unitarian Church of Lincoln (UCL) seeks to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, gender identity, marital status, national origin, age, disability, or other protected status. UCL fully complies with all applicable Federal, State, and local anti-discrimination laws.