



# Southern New England Conference

United Church of Christ

*Living the Love & Justice of Jesus*

## Job Description

<b><u>Position Title:</u></b>	Associate Director for Center for Transformational Leadership
<b><u>FLSA:</u></b>	Full-Time/Exempt
<b><u>Annual Salary:</u></b>	\$75,000
<b><u>Reports to:</u></b>	Director, Center for Transformational Leadership
<b><u>Department:</u></b>	Center for Transformational Leadership
<b><u>Location:</u></b>	Hybrid
<b><u>Closing Date:</u></b>	April 12, 2024

### **Position Summary:**

The Associate Director for the Center for Transformational Leadership (CTL), assists the Director in providing the services, resources, programming and referrals needed to equip, empower and encourage authorized ministers, pastors, leaders and church staff to create vital, thriving, just, innovative and transformative churches for all ages in the Southern New England region.

### **Key Duties & Responsibilities:**

#### *Resourcing Churches, Associations, Pastors & Leaders*

- Maintains knowledge of core CTL programs and services including, but not limited to, the ADAPT program, the Legacy Building Process, and the various levels of programming for churches experiencing a Threshold Moment.
- Maintains a working understanding of relevant topics, scholarship and research such as the Church Life Cycle, Capacity Areas for Change, innovative approaches to church leadership, change management and leadership, and leadership development resources for clergy and lay.
- Responds to phone, e-mail, and written inquiries from various constituencies including SNEUCC staff, clergy, church leaders, Association leaders, covenant partners, working group members, and church members regarding curated resources and services offered through the CTL.
- Collaborates with the ACM Team and the CTL Director, provides guidance, program suggestions, and referrals to church leaders.
- Performs needs assessments, suggests processes and refers consultants to churches as they consider their vitality and need for Threshold Navigation or Legacy Building.
- Engages with and provides general information to SNEUCC clergy and lay leaders through Association, Regional and Conference sponsored events.
- Leads workshops, book discussions, presentations, etc. as needed.

#### *Program Development & Implementation*



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- Assists with the planning and development of monthly “Lunch & Learns”, ongoing workshops, learning series and affinity groups.
- Assists with administration and implementation of learning programs, including recruiting speakers, developing leadership agreements, planning registrations, reviewing applications, tracking enrollment data, gathering and creating promotional materials, receiving and tracking participation fees, facilitating payments for speakers, and engaging in follow up with participants and speakers.
- Administers the Clergy Communities of Practice program and any Community of Practice programs created in response to the needs of lay leaders; including participant and facilitation recruitment, registration, payment, placement and assessment.
- Provides preparation and management for on-site/virtual meetings, trainings, and small gatherings such as workshops, events, and retreats.
- May provide support to various roundtables and task teams of SNEUCC as directed by the Director of CTL.
- Facilitates internal evaluations of all programs.

### *Communications*

- Communicates with the Assistant Director for Diversity, Equity, and Inclusion (DEI) and the Director for Faith Formation as part of the expanded CTL umbrella.
- Maintains appropriate communication with churches, lay leaders and clergy engaged with CTL services and programs.
- Communicates with working groups, contracted consultants, speakers and program leaders.
- Edits and oversees publication of the Innovation Now Newsletter for the Center for Transformational Leadership

### *Representing the CTL and Conference*

- Engages with the various levels and communities of the constituents of the Conference via video conferencing, email, phone, social media and onsite.
- Acts as a representative of the CTL and SNEUCC whenever presenting materials or workshop at Association Meetings, Regional Gatherings or Conference-wide meetings.
- Represents CTL and the SNEUCC in an official manner when engaging with constituents, including working with the Development Team to connect the work of CTL, to proportional giving and the generosity of donors

### *Conference Sponsored Events*

The Associate Director for Center for Transformational Leadership will be required to participate in Conference-Sponsored events throughout the year.



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### *Other*

- Provides supervision of CTL staff as directed.
- Maintains knowledge and communication regarding programming and processes for the Faith Formation and Diversity, Equity and Inclusion aspects of the CTL work.
- Fulfills designated responsibilities of the Director of the Center for Transformational Leadership in times of illness, absence or travel.
- Other duties within the scope, spirit, and purpose of the job as assigned.

### **Qualifications:**

- BA degree or 5+ years of related work experience
- Authorized minister status a plus but not required.
- Program/Project Management experience
- Staff supervision or management experience
- 5+ years of leadership in a local church setting
- Familiarity with leadership development, spiritual innovation and diversity, equity and inclusion resources and approaches.
- Strong organizational, communication and interpersonal skills.
- Ability to be flexible and adaptable as needed to accomplish goals.
- Ability to work with diverse people, organizations, and communities.
- Proficiency with Microsoft Office suite of software including Word, Excel, and PowerPoint.
- Reliable transportation and ability to travel to onsite meetings or programs.

### **Benefits:**

- Health, Dental, Vision, Life and Disability insurance; 14% employer contribution to pension plan; generous paid time off.

### **Physical Requirements:**

Data Utilization - Requires the ability to review, classify, categorize, prioritize, and/or analyze data, and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction - Requires the ability to apply principles of persuasion and/or influence.



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Equipment, Machinery, Tools, and Materials Utilization - Requires the ability to use computer hardware and software and database systems in regular performance of job duties.

Verbal Aptitude - Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude - Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning - Requires the ability to apply principles of influence systems, such as: motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning - Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA Compliance:**

Physical Ability - Tasks involve the ability to travel to meetings outside office, exert moderate physical effort, and may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 20 pounds. Tasks may involve extended periods of time at a keyboard or workstation and/or repetitive motion.

Sensory Requirements - Some tasks require visual perception and discrimination. Requires oral communications ability.

Environmental Factors - Tasks are occasionally performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, or pathogenic substances.

### **Application Submissions:**

Interested external/internal applicants may submit a cover letter and resume to [search@sneucc.org](mailto:search@sneucc.org) or submit directly to the Southern New England Conference, UCC website at [www.sneucc.org/classifieds](http://www.sneucc.org/classifieds) by no later than, April 12, 2024.