

The First Unitarian Society of Milwaukee

A Unitarian Universalist Congregation

Established 1842

JOB DESCRIPTION – DIRECTOR OF ADMINISTRATION

REPORTS TO:	Senior Minister
STATUS:	Full time, Exempt
EFFECTIVE:	v. 10/7/25
SUPERVISES:	Office Manager, Facilities Manager
STARTING SALARY RANGE:	\$70,000 - \$80,000
BENEFITS:	Healthcare benefits begin day 1 of employment with 80% of premium covered; retirement plan eligibility after year 1 with employer contribution of 10% of annual salary

JOB SUMMARY: As a member of the Staff Executive Team, you are responsible for overall management of the administrative functions of the church in support of its mission and ends; you are key to operationalizing the church's vision and strategic direction.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Financial Management (35%):

- Oversee control of resources approved in the annual budget.
- Manage regular and routine financial operations, as well as the payroll system.
- Manage production and accuracy of regular financial reports.
- Lead the volunteer Finance Team and collaborate with the Board Treasurer.
- Oversee third party bookkeeper (Giersch Group) in the execution of their duties.
- Lead development of annual church budget in collaboration with Finance Team and Senior Minister.
- Maintain accounting policies, procedures, and records in compliance w/financial controls & procedures.
- Protect the church's assets, including managing appropriate insurances.

Organizational Administration (25%):

- Operationalize a strategic vision for management of administrative systems, building cohesion among finance, customer relations management, HR, and IT systems.
- Develop and maintain processes and policies for effective operation of the church.
- Hire, supervise and evaluate administrative staff.
- Oversee the operation of the administrative office.
- Oversee church communications and publications.

Human Resources (20%):

- Administer personnel policies and benefits programs including all insurance programs.
- Maintain accurate personnel records, including PTO tracking.
- Manage new employee onboarding and documentation processes.
- Provide data and context for annual salary recommendations to the Senior Minister.
- Cultivate an engaged staff team by demonstrating inclusive and welcoming leadership, building collaborative and cohesive practices, and supporting a shared vision amongst staff.

Facilities Management (20%):

- Hire, supervise and evaluate the Facilities Manager.
- Oversee stewardship & use of church property according to policy, incl maintenance planning & implementation.
- Oversee user-friendliness and welcoming aesthetics of the facilities.
- Oversee capital renovations and improvement needs, plans, and implementation.

- Support facilities use in absence of Facilities Manager.
- Participate in meetings with the Buildings and Grounds Committee.

Employee may be required to perform other related duties as assigned.

QUALIFICATIONS:

- A degree in finance, accounting, business, or a related field is recommended; relevant experience or certifications (CNAP or similar) will be considered.
- You have a minimum of 10 years of experience in non-profit administration, with at least 3 years of experience managing others.
- Your experience includes leading financial management functions, human resources operations and benefits, facilities management, and use of administrative technologies, including financial and CRM systems.
- You have experience operationalizing organizational objectives, including new ideas that maximize efficiency and improve outcomes.
- Affinity for or alignment with Unitarian Universalist values.

CORE COMPETENCIES:

- **Process Management:** Skilled at determining the processes necessary to successfully implement and achieve objectives ; knows how to facilitate people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration; can simplify complex processes and create policy for repetitive processes.
- **Project Management:** Identifies the key objectives and scope of a proposed project; garners needed resources and project support; develops a realistic and thorough plan for achieving key objectives; keeps team members briefed on progress; implements action plans; communicates progress to sponsors; identifies and resolves barriers and problems.
- **Priority Setting:** Spends their time and directs the time of others to what is important; quickly zones in on the critical issue and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus.
- **Supervising Work:** Is good at establishing clear expectations and setting clear direction; sets stretching objectives; distributes workload appropriately; provides regular and ongoing feedback about performance; proactively deals with substandard performance; engages disciplinary processes in a timely manner.
- **Delegation:** Clearly and comfortably delegates both routine and important tasks and decisions; appropriately shares authority and responsibility; creates accountability; sets clear objectives and measures, monitors process, progress and results; builds feedback loops into the work; trusts people to perform their own work.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Organizational Knowledge:** Knowledge about how congregational communication, decision making and leadership works; knows how to get things done through formal and informal decision-making channels; can maneuver through charged political situations effectively and quietly; anticipates where organizational barriers are and plans their approach accordingly.

- **Hiring and Staffing:** Identifies new talent; attracts and hires the best people to meet the needs of the church and fit the organizational culture; clearly defines the essential functions and core competencies of a role before hiring; does not discriminate in hiring practices; seeks to strengthen the team through the addition of diversity.

PHYSICAL REQUIREMENTS:

- Ability to remain in a stationary position (sitting or standing) for extended periods, with opportunities to change positions.
- Ability to operate a computer & other standard office equipment (keyboard, mouse, phone, copier, etc.).
- Ability to communicate effectively in person, over the phone, and through written communication.
- Ability to access and exchange information using a computer system and paper files.
- Ability to move about the office environment (with or without mobility aids).
- Occasionally lift or move items up to a modest weight.

STANDARD SCHEDULE:

- General work schedule is Monday through Friday, 9a to 5p, with occasional evening or weekend responsibilities.
- Support for Christmas Eve services, our largest workday of the year, is required.
- This position may have up to 20% flexibility to work remotely on a weekly basis.

I have read and understood the terms stated in the above job description.

Signature

Date