

UUPLAN, a Unitarian Universalist, statewide, nonprofit, advocacy organization is seeking a half-time **Executive Director**. The person in this position is responsible for engaging and supporting volunteers, grassroots organizing, and educating members about public policy issues. The ED works in close partnership with the administrative assistant on communications and social media with the goal of social action.

Duties include:

1. Ability to build strong relationships with individuals and community organizations.
2. Managing and coordinating organization events and training.
3. Monthly travel to and speaking with UU congregations throughout Pennsylvania.
4. Representing the organization at public events in a public speaking capacity.
5. Budgeting, grant-writing and fiscal management of resources.
6. State-level advocacy with Pennsylvania legislators.
7. Liaison between the Board and the volunteer justice teams.

The qualified candidate will hold a Bachelor's degree in addition to experience as a volunteer or paid organizer with a non-profit organization. Resumes with three references and contact information should be submitted to Dennis Brunn at [brunn.dennis@gmail.com](mailto:brunn.dennis@gmail.com). Deadline for submissions is October 23, 2017.