

First Unitarian Church | Albuquerque, NM

Hiring Announcement

April, 2022

First Unitarian seeks an experienced and strategic-minded Director of Facilities to provide management, planning and leadership for the congregation's campus facilities. This position requires experience and training specific to facilities management. The DoF will work closely with the ministers, and supervise employees and volunteers to support the church's mission and programs.

First Unitarian has approximately 750 members and is a community of about 1200 people, with an annual budget of just over \$1 million. The congregation owns a four-acre campus composed of several buildings, including a sanctuary constructed in 2012. The congregation has grown and is working hard to keep up with the new levels of management and leadership required for a church our size. Our capable staff team values collaboration and comradery. The church is transitioning from a closed campus (due to COVID-19) to a full reopening. Most work will be conducted onsite, with some remote work also possible. This position is the first to respond to any facility crises on the campus, including break-ins, collaborating with our alarm company and private patrol company. The church office is closed on Fridays and Saturdays.

We seek a Director of Facilities with experience and training in management and operations. The person holding this position must be flexible, willing to learn and ready to seek input from other staff and lay leadership as needed.

The DoF will interact with a wide range of people, and so must be both professional and personable, a skilled communicator, and committed to inspiring and nurturing a culture of exceptional member and community service. Commitment to diversity and anti-racism is essential. We welcome applications from persons of all faiths who feel comfortable supporting the values and mission of our congregation. For more information about First Unitarian and Unitarian Universalism, please visit the websites at uuabq.org and uua.org.

COMPENSATION: \$45,000/year for a 30 hour work week. This position is eligible for an employer pension contribution of 12% of salary, beginning after one year of total employment. Benefits include paid vacation, holidays and sick leave, a health insurance allowance of up to \$3,000 per year, the option to join the UUA's health insurance plan, and life and disability insurance. This is a family-friendly workplace. See First Unitarian's Personnel Policy Manual for additional benefits and information: <http://uuabq.com/wp-content/uploads/2019/03/2019-Personnel-Policy-Manual.pdf>

APPLICATION PROCESS:

- To apply, please send a letter of interest and resume to Rev. Bob LaVallee at blavallee@uuabq.org. (No phone calls please).
- Applications will be considered as they are received until the position is filled. You are encouraged to apply as soon as possible.
- Desired start date: May 2022

First Unitarian is an equal opportunity employer.