

Job Description Stewardship for Us Consultant

2024-10-1

Stewardship for Us provides consulting services on a fee-for-service basis to Unitarian Universalist congregations and other organizations. Our mission is:

"We help UU congregations and other non-profits grow and thrive through inspired stewardship."

Our work is centered around the principle that stewardship of Unitarian Universalism is important to all of us, and is vital for promoting our UU faith. We are passionate Unitarian Universalists who care about our UU communities and institutions, and are committed to being effective stewards, unafraid to talk about resources and money, and able to support our values in tangible, empowering ways. An important component of our work is to promote generosity and joyful giving through a lens of racial equity and cultural understanding.

Our consulting program began more than 30 years ago and continues to evolve as we support UUs and others across the country. While we are not a program of the Unitarian Universalist Association (UUA), our team works with UUA Congregational Life staff to foster cooperation and coordination as we assist congregations building communities of generosity and commitment.

Stewardship for Us (S4Us) is a strategic alliance of independent consultants who collaborate to carry out our mission. Each consultant contracts directly with client congregations and other organizations, although we also work together at times in larger congregations, and share resources with one another. Each consultant is expected to be able to deliver the full suite of services we offer. The compensation fee we charge congregations for most of our services is \$150 per hour plus expenses. Our most frequently utilized service offering (Next Steps Process) is currently charged at a \$3,000 fixed fee plus expenses. Click on the Services Tab on our website to read about our current service offerings:

<https://stewardshipforus.com/#>

Due to increased demand, we are seeking to invite one or more independent contractor consultants to join our team, preferably someone who is located on the East Coast. Qualifications and experience should include:

- Identify as a Unitarian Universalist and be affiliated with a UU congregation or professional organization.
- Experience as a volunteer or professional in some aspect of stewardship in a UU setting.

- Commitment to anti-racism, multiculturalism, multi-class organizational success.
- Excellent communication skills.
- Ability to work effectively with religious professionals, congregational staff, and lay leaders.
- Willingness to travel.
- Commitment to work in covenant (see below) and right relationship with a small team of independent consultants in support of our UU stewardship mission.
- Participation in anti-racism programs with a preference for UU programs such as Jubilee Anti-Racist Training, Beloved Conversations, etc.
- An understanding of congregational systems
- Curiosity and a willingness to learn

Additional desirable qualifications include:

- Experience providing advisory or consultative services.
- Professional or volunteer experience in congregational and/or non-profit fundraising.
- Professional or volunteer experience in management, finance, board service, or consulting for UU congregations or other non-profit organizations.
- Experience and skills in current online communication and engagement including social media platforms, website postings, presentations, and document preparation.
- Skills in leadership development, board development, or coaching.

We provide a structured orientation process to bring new consultants on board, including paid opportunities to shadow current consultants on client engagements.

Interested in joining the Stewardship for Us team but not sure if you have all the qualifications? Please contact our team at Team@Stewardshipforus.com. We can have a conversation and help you discern if this opportunity is right for you.

Interested in joining the Stewardship for Us team and want to apply? Provide a resume or linkedin profile along with a brief statement summarizing your background and relevant experience, and why you'd like to become a member of our team. You may also provide sample written materials or videos or presentations, and anything else you'd like to share with us. We are actively recruiting!

The following is additional information about Stewardship for Us:

Our Covenant with each other:

Together we strive to treat each other with humility, cultivate a spirit of curiosity and knowledge in a world in which generosity of all kinds is central and money is talked about, shared, and directed toward our collective liberation. Stewardship for Us supports this through our work with Unitarian Universalist congregations and affiliated organizations.

We covenant to:

- *Put Love at the core of our relationships*
- *Trust each other in our work together*
- *Do the hard work of belonging and inclusion*
- *Promote equity in our work*
- *Engage each other with humility, respect, and honesty*
- *Cultivate a spirit of curiosity & knowledge.*

We commit to the 8th Principle

The *Stewardship For Us* team is committed to helping build multicultural congregations as well as dismantling racism and other oppressions in ourselves and in our consulting work. Stewardship for Us has adopted the [8th Principle](#) as an addition to the existing Unitarian Universalist [7 Principles](#):

"We covenant to affirm and promote: journeying toward spiritual wholeness by working to build a diverse multicultural Beloved Community by our actions that accountably dismantle racism and other oppressions in ourselves and our institutions."

Team Consultant's Relationship to each other and client congregations: If this is your first time joining this type of alliance, we will help you understand the roles and responsibilities as part of the interview process.

- Relationship to each other as S4Us consultants:
 - Stewardship for Us is a strategic alliance of independent consultants. It is NOT structured as a legal partnership.
 - Each S4Us consultant functions as an independent contractor and is not an employee or agent of S4Us.
 - No action taken by S4Us consultants shall be construed as constituting a partnership, an association, a joint venture or other entity between the consultants.
 - Each consultant has sole control of its own business and operations,

- Each consultant shall be solely responsible for all costs, expenses and liability arising out of such consultant's conduct.
- No consultant shall be in any way responsible for the debts, liabilities or obligations of another consultant.
- Each consultant is responsible for their share of joint expenses for shared tools such as our website, surveymonkey, email etc...
- Relationship to client congregations:
 - Each S4Us consultant functions as an independent contractor, contracts with each client directly, and is not an employee or agent of any contracting client congregation..

Team Consultant's Communications and Education Responsibilities

Each Team Consultant participates in marketing and stewardship education through our online blogs, Open Forums, and Wednesday Wisdom series, as well as through participation in General Assembly programs (onsite or virtual). Each consultant is expected to contribute at least three such offerings annually. Each September, the team as a whole will aim to construct the annual offerings schedule. Team Consultants can sometimes be compensated a portion of the offerings through UUA funding, fees for workshops or other available funding.

Team Consultant's Administrative and Management Responsibilities

Each team consultant participates in the administration and management of Stewardship for Us. Such tasks include but are not limited to:

- Communications/Relationship connections with UUA Congregational Life-Leadership and Regional staff, Leader Lab, etc.
- Technical aspects of website management.
- Website content updates.
- Data gathering from website, online events, and consultants on work accomplished and number of participants.
- Vendor management such as Survey Monkey, Zoom, Mailchimp, WordPress.
- Accounting and Budget tracking for Stewardship for Us.