



Unitarian Universalist  
Veatch Program at **Shelter Rock**  
**Human. Kind.**

## **POSITION ANNOUNCEMENT: PROGRAM OFFICER**

The Unitarian Universalist Veatch Program at Shelter Rock is the national philanthropic giving program of the Unitarian Universalist Congregation at Shelter Rock in Manhasset, New York. We have been a leader in progressive philanthropy since 1959. We provide long-term general support for non-profit organizations throughout the United States that reflect the values and philosophy of Unitarian Universalism. Veatch grantees are building the base for progressive social change in the United States, including engaging in constituent-led organizing, civic engagement and advocacy efforts. We are a multi-issue funder, including support for environmental justice, worker rights, gender justice, racial equity and immigrant rights. We work in a friendly and highly collaborative, mission-driven, fast-paced environment that requires the ability to engage in strategic analysis and partnerships, to be open to listening and learning, to both take initiative and be accountable for independent work and follow through.

For the latest Veatch annual report including a list of current grantees please visit:

[www.uucsr.org/programs/philanthropy/veatch-program/](http://www.uucsr.org/programs/philanthropy/veatch-program/).

### ***Responsibilities:***

- Monitor and assess the progress of long term grants as part of a \$12.5 million/200 grantees funding program;
- Identify grassroots, regional and national organizations in low-income, Black, Latinx, Indigenous and other people of color communities that engage in base building and organizing for progressive social change and related social change efforts;
- Make recommendations regarding grantmaking strategy;
- Develop political education programs for the Veatch Board and congregation; and
- Collaborate with other grantmakers to ensure the strength of the grantee field, Veatch grantees, and our partners in philanthropy.

### ***Key Qualifications and Requirements:***

#### Education and Work Experience:

- Bachelor's Degree required.
- At least 5 years of progressive experience in grantmaking, within a philanthropy or philanthropy serving organization (PSO), and/or in an organizing context.
- Experience working as part of a distributed/remote team is strongly preferred.

DEVELOPMENTAL MINISTER: Rev. Jaye Brooks  
MINISTER FOR PASTORAL CARE: Rev. Jennifer L. Brower  
MINISTER OF LIFESPAN RELIGIOUS EDUCATION: Rev. Dr. Natalie M. Fenimore  
CONGREGATION OPERATIONS ADMINISTRATOR: Adam Barshak  
VEATCH EXECUTIVE DIRECTOR: Joan Minieri  
MINISTERS EMERITI: Dr. Barry M. Andrews, Dr. Paul S. Johnson

### Professional Skills:

- Ability and commitment to working with individuals and organizations representing a mix of racial, ethnic, religious and socio-economic backgrounds.
- Excellent writing and verbal communications skill, accuracy, and attention to detail.
- Capacity for taking initiative and working both independently and collaboratively.
- Multi-faceted. Able to manage and meet competing deadlines and a fast pace.
- Team approach, strong collaboration skills, high social and relational capacity, and positive attitude.
- Demonstrated assessment and tracking skills;
- Highly organized and able to multi-task;
- Deep knowledge of social issues and a demonstrated commitment to working for progressive social change.
- Hands-on experience in the kinds of programs that the Veatch Program supports, such as grassroots community organizing, advocacy, labor organizing or civic engagement is a plus.
- Experience in immigrant rights, racial justice, or worker rights is a plus.
- Understanding and acceptance of the philosophy and values of Unitarian Universalism and the program priorities of the UU Veatch Program.

### Technology Skills

- Excellent computer skills specifically with Microsoft Office Suite.
- Experience using videoconferencing and other technology to support virtual teams.
- Knowledge of grant making systems such as Foundant and CRM's such as Salesforce is a plus.

**Salary:** Based on experience, with excellent benefits.

**Location:** This position can be based remotely, in a home office. Once travel restrictions are lifted, periodical travel to New York, as well as local and national travel, will be expected.

**About the Position:** This is a full-time position.

### ***Application Information:***

A resume with cover letter describing your interest in this position and your salary expectations should be submitted electronically to [jobs@veatch.org](mailto:jobs@veatch.org) and put "Program Officer Search" in the e-mail's subject line. The position will remain open until filled; however, applications received by **Monday, November 30th** will receive priority consideration. Early submissions encouraged. No phone calls please.

*The Unitarian Universalist Congregation at Shelter Rock invites applications from candidates regardless of race, gender, sexual orientation, age or disability. The Unitarian Universalist Veatch Program at Shelter Rock is an Equal Opportunity Employer and complies with the Americans with Disability Act.*