

University Religious Conference at UCLA

Job Title	Executive Director
Reports to	University Religious Conference Board of Directors

The University Religious Conference (URC) @ UCLA was founded in 1928 and is almost as old as UCLA itself and in 2023 celebrates its 95th anniversary. Its primary purpose is to sponsor, promote interest in and generally support religious activities at UCLA and in the community at-large. The URC advances ongoing dialogue, conversation, hospitality and action that fosters knowledge of the practice of various religious traditions, encourages trust and respect among diverse religious groups, and promotes religious, spiritual and ethical values in the campus community.

URC is Seeking a Nonprofit Executive Director

The Executive Director will have oversight of the day to day operations of the University Religious Conference and take responsibility for the implementation of policies and programs established by the Board of Directors. The ideal candidate will have interfaith skills and confidence to be the primary representative of the URC, shouldering the responsibility of implementing the Board's vision. We are looking for someone to will inspire by example and enable the URC to fully realize its mission and reach its maximum potential. This position is in-person with flexible hours depending on meetings, events and programs outside the ordinary working hours.

Primary Duties and Responsibilities

- Support and collaborate with the Board of Directors in its visionary endeavors and its governance responsibilities;
- Engage with the Board of Directors in planning and implementation which includes monitoring the URC mission and purposes, setting strategies and day-to-day activities that are aligned with the mission and understanding the plan's financial implications;
- Support and collaborate with the Council of Chaplains and standing committees of the Board of Directors;
- Build external relationships and serve as an advocate, communicator and relationship builder especially with UCLA Student Affairs, Residence Life, Center for Study of Religion and SOLE (UCLA Student Organization, Leadership and Engagement);
- Be the point person for coordinating work with the interfaith Living Learning Community at UCLA's student housing;
- Act as the URC's spokesperson and represent the URC at public events and other venues;
- Develop and implement a comprehensive marketing and communications strategy to increase the URC's visibility and reach;

- Create and maintain the organization's brand and messaging across all channels;
- Ensure the URC's programs and activities align with its mission and purpose;
- Discover viable interfaith/interreligious development opportunities on campus;
- Oversee programming and grants;
- Have financial oversight in managing the budget and grant's program;
- Be self-sufficient in overseeing office matters until such time administrative assistant is hired;
- Have responsibility for hiring, firing, supervision and review of any additional staff;
- Comply with the highest ethical standards and ensure accountability to the By-laws and the Nonprofit Organization Laws of California, legal and regulatory requirements including setting and reviewing policies of the URC.

Requirements and Qualifications

- Experience in interfaith relations and passion for the URC's mission and purposes;
- Proven experience as in nonprofit management or a related field;
- Significant experience in developing successful strategic plans and implementation;
- Proven success in networking;
- In-depth knowledge of nonprofit management, governance principles and managerial best practices;
- Aptitude for analytical thinking, capable of creative solutions to meet challenges and solve problems thoroughly and strategically;
- Impeccable organizational skills and leadership abilities; and
- Working ability with current financial accounting program, *Quickbooks*

Compensation

The salary range is between \$100,000 and \$150,00, based on interfaith experience, plus benefits including healthcare and retirement. Moving costs can be negotiated.

To Apply

Please submit your resume and cover letter to uclaurc@gmail.com with the subject line "Executive Director Application. We thank all applicants for their interest, but only those selected for an interview will be contacted.