

The HUUB, Inc. Job Description: Managing Director



Reports to: HUUB Board of Trustees

Deadline: 06/30/2021

Location: Orange, NJ

Status: 40 hours/week

Salary: \$70,000 and benefits

The HUUB was founded in 2015 as a 501c3 non-profit by the First Unitarian Universalist Church of Essex County to open its campus for community use. It has grown into a lively community center, housing a variety of civic, social and religious gatherings.

The Managing Director (MD) is the face of HUUB in Orange, NJ, a diverse and lively city. The MD is responsible for all campus activities and for the maintenance and up-keep of the facilities, including a church, Parish Hall, Parish House and garden. The MD participates in local coalitions and manages a small staff. Developing, implementing, managing and marketing programs and supervising building usage and maintenance will be the core of this position.

Essential Functions/Responsibilities

- Create and communicate HUUB's vision and mission in the Orange and UU communities;
- Maintain and expand HUUB's network of relationships and collaborators in the Orange and UU communities;
- Represent HUUB at meetings or events convened by entities with interests in line with its mission and strategic objectives;
- Develop and support programs to identify and implement community ideas;
- Oversee the day-to-day maintenance and use of HUUB campus;
- Supervise HUUB employees and interns;
- Manage program and administrative budget;
- Lead fundraising activity;
- Implement strategic and campus improvement plans.

Minimum Qualifications

- Strong interest in social justice movements;
- Experience in and commitment to working in multilingual, multi-cultural and inter-generational environment;
- Advanced degree or five years of experience in a relevant area such as community organizing;
- Demonstrated experience in team management;
- Demonstrated success in program development and implementation;
- Excellent communication skills.

To apply: send resume and cover letter to office@orangehuub.org by June 30th, 2021.