



Developmental Director Job Description

Position: Developmental Director

Organization: American Ethical Union (AEU)

Reports to: Supervisory Committee of the AEU Board of Directors

Overview:

This is a transitional role to build the programs, processes, and relationships of the American Ethical Union over a targeted four year period.

The Developmental Director for the American Ethical Union (AEU) will connect AEU member Societies and related communities with one another and with the AEU, serving as the key representative of AEU staff and its mission-based priorities. This role will lead the staff team and partner with the AEU's Board of Directors and Board committees to shape strategy and priorities for the Union in response to member Societies' needs and demands for national services. Additionally, this candidate will tend to the Union's organizational culture by building healthier systems and relationships.

A deep understanding of and commitment to the principles of ethical humanism as promoted by the AEU is expected of this role.

Key Responsibilities:

Institutional Care and Development

- Governance
 - Support an effort to revise the AEU Bylaws to implement organizational changes including reevaluation of the current Board size and committee structure
 - Develop and implement policies to clarify chains of accountability
- Develop and implement robust accountability processes in collaboration with the National Leaders Council (NLC) and other stakeholders
- Support inter-Society working relationships
- Board and staff collaboration
 - Provide regular updates to the Board of Directors on challenges and future strategies
 - Support the Board, in collaboration with the Board Development Committee, in clarifying its role (working vs. policy vs. hybrid)
 - Supporting onboarding and training of Board members accordingly



- Attend regular board meetings, team meetings, and relevant committee meetings

Leadership Training

- Support revitalization of the clergy Leader training program
- Facilitate conversations between the Board and National Leaders Council to help clarify their respective roles

Membership and Community Engagement

- Identify opportunities to grow society membership through engagement initiatives
- Work to promote engagement efforts via social media, newsletters, and other outreach channels

Budgeting and Financial Oversight

- Support development of the annual budget, tracking expenses related to carrying out activities, and ensuring efficient use of resources.
- Monitor financial performance against goals, adjusting strategies as needed to achieve financial targets.
- Support outreach to major donors and diversify fund development

Staff Expansion

- Recruit, onboard, and orient a staff team to support the AEU and Union members as aligned with strategic objectives.
- Primary staff responsibilities cover four portfolios: administration, operations, programs, and communications. Of these portfolios, administration and programs take precedence.

Qualifications:

- Bachelor's degree in organizational development, nonprofit management, communications, or a related field; master's degree preferred.
- Experience: 5 years minimum, 10 - 15 years preferred
- Demonstrated experience in analyzing, managing, and teaching complex systems dynamics, plus knowledge of and experience with group and organizational change patterns.
- Significant experience building and leading a collaborative team and supervising staff and/or volunteers, with demonstrated experience working with a team to set goals and track progress.
- Knowledge of nonprofit fundraising, including individual giving, major gifts, and grants.



- Exceptional interpersonal, communication and conflict management skills.
- Strong organizational and project management skills with attention to detail and the ability to work independently.
- Proficiency in Google Workspace applications, especially Sheets, Documents, Slides, Calendar, and Gmail.
- Understanding of issues around anti-racism, anti-oppression, and multiculturalism, with a strong skill set countering systems of oppression and cultural marginalization and leading with intercultural fluency and humility.

Competencies:

- **Strategic Thinking:** Ability to develop and implement strategies that align with AEU's long-term mission and vision.
- **Collaboration:** A team player who can work with both staff and Board members to strengthen donor and member engagement.
- **Ethical Commitment:** A deep understanding of and commitment to the principles of ethical humanism as promoted by the AEU.

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The AEU is committed to providing reasonable accommodations for qualified individuals with disabilities and disabled veterans in our job application procedures. If you need assistance or an accommodation due to a disability, please indicate as such when you submit your application.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Agency submissions are not accepted through this portal and only accepted with a prior fee agreement in place.