



The mission of UCMGH is to demonstrate the love of God as expressed through Jesus Christ through programs initiated within the local college and university communities which equip, inform, and serve. We emphasize the study of scripture and authentically entering into dialogue with individuals of other faiths with the intention of both learning from those traditions while becoming stronger in our own Christian identity.

United Campus Ministry of Greater Houston (UCMGH) is an inclusive, progressive Christian ministry serving Houston area universities since 1968. UCMGH is called to develop and implement a dynamic program, driven by a spiritually grounded, theologically progressive, Christian vision of campus ministry. Everyone involved in UCM must serve as good stewards of UCMGH's property and financial resources, in the fulfillment of its mission.

UCMGH is seeking an outstanding candidate for the part-time position of **Executive Director** to begin as soon as practical.

Executive Director / 30 hours per week - \$45-48K (benefits included)

The Executive Director serves as **Chief Administrative Officer** of UCMGH in the areas of board development, staff supervision, fiscal responsibilities, and communication.

Administrative Support

- Manage and oversee paid staff and volunteers
- Maintain contact information for students and volunteers, donors, and supporters
- Work with the Board of Directors and committees to further the mission of UCMGH.

Financial Responsibility

- Work with Treasurer and Bookkeeper
- Receive and Acknowledge Donations
- Keep record of all expenses
- Work with Treasurer to prepare Annual Budget
- Solicit donations
- Explore fundraising opportunities
- Submit funding requests for potential grants

Communications

- Update Website and maintain Social Media Presence
- Prepare digital and printed communications
- Submit information for campus communication newsletter
- Nurture and expand relationships with supporting congregations
- Provide periodic written updates for churches to include in newsletters and bulletins.
- Produce quarterly newsletters for the organization

The Executive Director serves as **Campus Minister** at the main campus of the University of Houston and any other campuses as needed. As Campus Minister, the ED is responsible for programming and student engagement.

Programming / Student Engagement

- Plan events and programs that support students' needs.
- Provide pastoral care to students and University Staff.
- Maintain communications and outreach to students and University Staff
- Establish and maintain relationships with other campus ministries and student organizations.
- Seek opportunities to collaborate with other campus ministers and departments on campus.

Some of the tasks listed here may be delegated to other staff, interns, student-officers, Board Members, or volunteers.

Compensation is based upon the candidate's qualification and experience as determined by the Board of Directors. Paid time off is included in the package.

Minimum candidate qualifications include:

1. Undergraduate degree in Divinity or Theology from an accredited university is required. Candidates with experience in youth and young adult ministry, with an undergraduate degree in a different discipline will be considered.
2. Master's degree in Divinity, Theology or related field is preferred.
3. Ordination preferred. Minimum requirement: licensed or commissioned in one of the three sponsoring denominations: The Presbyterian Church, U.S.A., Christian Church (Disciples of Christ), and the United Church of Christ.
4. Experience mentoring college students.
5. An understanding of young adult spiritual development based on theoretical knowledge and practical experience.
6. A commitment to the spiritually grounded development of young adults necessary to engage in an increasingly multicultural society.
7. Non-profit administration skills including but not limited to board development, staff supervision, fiscal responsibilities, and program design, funding, and implementation.

Applications:

Individuals who are interested in applying for this position should apply via ucmprogram@gmail.com

UNITED CAMPUS MINISTRY OF GREATER HOUSTON
*University of Houston – A.D. Bruce Religion Center
3841 Cullen Blvd., Suite 208
Houston, Texas 77204*

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