



Unity North Atlanta Church, Marietta, GA

About Unity North Atlanta Church

Located on eight beautiful acres in northeast Atlanta, Unity North Atlanta Church (UNAC) is a loving community of spiritual seekers who celebrate diversity, acceptance, and Oneness. We honor all paths to God and inspire each person to live our principles — transforming the world through love, one heart at a time. Our core values include unconditional love, acceptance, community, diversity, service, and spirituality. With a thriving membership exceeding 500, we offer a variety of programs and events to support all ages of our congregation and our community, including a growing Family and Youth Ministry. We are financially stable and forward-looking. Our policies and bylaws reflect those of Unity Worldwide Ministries.

Application Process

Interested candidates should submit a cover letter and resume outlining their qualifications and vision for leveraging operational excellence to support the church's mission. Attach the cover letter and resume in Word or PDF format and send them to employment@unitynorth.org. Please use the subject line "Executive Director Application – [Your Name]" so we can route your materials quickly.

Equal Opportunity & Inclusion

Unity North Atlanta Church celebrates diversity and is committed to creating an inclusive environment for all employees. We encourage applications from candidates of every race, ethnicity, gender identity, sexual orientation, age, ability, and faith background.



Unity North Atlanta Church

Job Description

JOB TITLE: Executive Director

REPORTS TO: Board of Directors

General Description:

- Collaborates with the Senior Minister to ensure a well-coordinated and professional experience for both staff and congregants. The Senior Minister is responsible for shaping the overall spiritual direction, while the Executive Director is responsible for operational execution.
- Provides day-to-day management of all business, administrative, facilities, marketing activities which include oversight of the Front Office, Accounting, Facilities, Marketing, IT, and Human Resources to the extent of no conflict of interests.
- Implements the strategic business decisions of the Senior Minister and Board of Directors in partnership with the Department Managers.
- Coordinates major church financial activity with the Senior Minister and Finance Committee including drafting the Annual Budget, the Annual Audit (if requested), and compliance with Auditor's recommendations, if an audit is performed.
- Ensures adherence with appropriate financial, policy, and operational controls.
- Performs duties in adherence with UNAC Bylaws, UNAC Policies and Procedures, and Employee Handbook.
- Maintains confidentiality of sensitive information including, but not limited to, donors, personnel, payroll, and congregants.
- Serves as ex officio voting member of the Board of Directors.

Specific Duties:

Human Resources

- Recruits, trains and mentors all staff in UNA policies and procedures in partnership with other leaders. Supports both operational efficiency and a high performing team environment.

- Serves as the Human Resources Manager over all personnel issues in partnership with the Senior Minister and the Department Managers.
- In conjunction with the Senior Minister and Department Managers, maintains and updates UNA Staff Job Descriptions and Staff objectives. These are used to drive Board salary budgets and performance reviews.
- Maintains and updates UNA Employee Handbook with input from Department Managers and approval of Policy and Procedure Committee and Board of Directors.
- Ensures all staff are paid accurately and on time.
- Ensures all government reports relating to staffing are filed as needed and on time. Ensures UNA follows employment regulations and laws.
- Ensures annual performance reviews are completed for each staff member.

Financial Management

- Provides primary management and leadership of Accounting Staff, including payroll.
- Oversees all accounts, ledgers, and reporting systems; ensures compliance with appropriate Generally Accepted Accounting Principles, regulatory requirements, and Office of Management and Budget audit requirements.
- Approves weekly bill payments and approves monthly statements.
- Oversees timely preparation of Monthly Financial Reports.
- Manages cash flow and forecasting, ensuring the Senior Minister and Treasurer are alerted early to any cash flow concerns.
- Maintains positive relationships with banks, mortgage companies and other financial partners.
- Maintains internal control safeguards and coordinates all audit activities.
- Acts as standing, non-voting member of the Finance Committee.
- Acts as standing, non-voting member of the Prosperity Team. Supports the fundraising programs of the Prosperity Team and assists in the development of the Annual Fund-Raising Calendar.

Business Management

- Manages and leads Front Office and Reception staff.
- Manages and leads Facilities and Custodial staff.
- Works with all Department Managers to develop and implement the annual budget. Monitors overall adherence to approved budget.
- Participates in meetings with the Senior Minister and Department Managers to review all Business & Administration activity and develop action plans to achieve strategic goals.

- Assesses and reports organizational performance against the annual budget and UNA defined strategies.
- Supports Department Managers and Senior Minister in negotiating contracts. Reviews contracts to ensure all contracts with vendors, institutions, staff and contractors are authorized appropriately, meet policies, and are within the guidelines of the annual budget and the Policies & Procedures.
- Reviews new legal documents with Senior Minister prior to approval and execution. Follows policies that may require approval by the Finance Committee and the Board, as well.
- Engages in the selecting and hiring of outside business & finance consultants (auditor, investment advisors, legal counsel, etc.) following approval by the Board of Directors.
- Serves alongside the Senior Minister and outside counsel with any legal dealings or disputes involving the Business of Unity North Atlanta Church.
- Works with government entities to ensure UNA has appropriate licenses and follows regulations and laws. Ensures government reports are filed on time as required.
- Ensures the annual report is submitted to Unity Worldwide Ministries.
- Acts as standing, non-voting member of the Policies & Procedures Committee.
- Maintains and updates UNA Policies & Procedures with approval of Policy and Procedure Committee and Board of Directors.

Growth Management

- Manages and leads the Marketing Department.
- Participates in the Membership & Attendance Committee, Facility Beautification Committee, and other Board committee meetings as requested, serving as a resource or advisor.
- Develops actionable recommendations regarding UNA growth strategies including the feasibility of any given event or activity.
- Works with Department Managers to develop the annual Plan to implement the Strategic vision of the Senior Minister and goals of the Board of Directors.
- Investigates grants and other sources of income.
- Collaborates with external organizations in matters related to fiscal responsibilities.
- Provides the Board of Directors with a monthly summary of key challenges, actions and decisions made (or pending) during that month, ensuring transparency. Strategizes appropriate actions for the following months.

Employment Standards and Skills

- Education: Minimum of BA.
- Experience: 8 or more years' broad finance experience including accounting; budgeting; process control; and project management preferred.
- Business Management of nonprofit multi-cultural/spiritual organization preferred.
- Maintains confidentiality and avoids conflicts of interest.
- Effective communicator with robust oral and written skills, as well as social media fluency.
- Excellent interpersonal and communication skills with the ability to work effectively alongside the Senior Minister and the Board while maintaining clear role boundaries.
- Strong analytical skills and experience interpreting strategic vision to turn ambitious ideas into executable plans.
- English and Spanish speaking preferred.
- Intermediate level of Word, Excel and PowerPoint.
- Prefer working knowledge of QuickBooks and ADP Payroll, optional.
- Familiarity and experience with non-profit culture.
- Successful fundraising experience, including direct engagement with fundraising organizations and funders.
- Successful entrepreneurial and marketing experience preferred.
- Demonstrates an open, congenial, even-tempered management style when interacting with staff, congregants, the Senior Minister and the Board of Directors.
- Shares a strong belief in the church's spiritual mission and a deep respect for the differentiated roles of spiritual and operational leadership.