



THE HYMN SOCIETY

Position Opening - Executive Director

The Hymn Society in the United States and Canada

Since 1922, The Hymn Society in the United States and Canada has lived out its mission to encourage, promote, and enliven congregational song. We believe that the holy act of singing together shapes faith, heals brokenness, transforms lives, and renews peace. Through our annual conference, publications, and special events, The Hymn Society serves those who create, study, and lead congregational song. As an outcome of our successful capital campaign, we launched The Center for Congregational Song in October 2017, and our regional launch events will continue through 2018. This new outreach arm will provide expanded resources and will encourage regional and local events to support those who lead congregational singing.

Executive Director

The Hymn Society seeks a qualified and passionate individual to provide executive leadership as we enter our second century and work to expand our services to all those who value congregational song. This position is offered as a full-time, salaried position, with salary commensurate with experience. Schedule flexibility is needed to accommodate travel, meetings and attendance at the annual conference. The Hymn Society's main office is situated in Overland Park, KS, through August 2018, with staff in other geographic locations. The future location of the main office will be determined by the new executive director.

Essential Qualifications

- Master's Degree or equivalent work experience
- Passion for congregational song
- Outstanding communications skills, both formal and informal
- Experience in non-profit management, including institutional advancement and fundraising
- Experience with publications and communications
- Experience in financial management
- Experience working in collaborative environments including working with a volunteer board
- Experience in staff management, preferably in a distributed environment
- Experience in ecumenical settings

Desired Qualifications

- Experience in grant writing
- Experience with The Hymn Society
- Knowledge of sacred music

Application Process

The position will be available August 1, 2018. Applications received by June 7, 2018 will receive full consideration, though the search will remain open until the position is filled. By email only, submit a statement of interest, resume and contact information for three professional references to: Marilyn Haskel and Jacque Jones, Search Committee Co-Chairs – hymn.society.applications@gmail.com.



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Executive Director of The Hymn Society - Job Description

The responsibilities of the Executive Director include, but are not limited to, the following:

Represent the Society and promote institutional advancement

- Attend and actively participate in the Annual Conference, interacting with members and cultivating relationships
- Attend other professional organizations events as appropriate
- Oversee all fundraising for the organization, including the identification and cultivation of potential donors
- Work with the Institutional Advancement Committee to identify sources of grant funding and prepare grant proposals
- Oversee publicity and public relations

Promote membership in the Society

- Identify and help implement ways to attract new members
- Identify and help implement opportunities for members to become active in the work of the Society

Manage staff, oversee administration of the organization, and manage finances

- Hire and supervise staff, and conduct periodic performance reviews, assuring the efficient operation of the office
- Oversee the outreach and resource work of The Center for Congregational Song as performed by the Center Director
- Oversee the office finances, membership updates and gift acknowledgment process as performed by the Operations Manager
- Work with the Investment Committee to manage the endowment

Support and facilitate the work of the Executive Committee

- Work with the Committee to develop a vision for the organization and strategies for realizing the vision
- Attend and participate in Committee meetings and provide materials needed
- Work with the Committee to prepare the annual budget
- Provide additional support for the effective work of the Committee

Oversee publications and membership communications

- Work with the Editor of THE HYMN to assure the timely publication of the journal
- Write and edit *The Stanza* and oversee any other publications of the Society, both digital and print

Manage archives

- Assure that essential documents of the Society are retained and available as outlined in the Constitution
- Manage and become conversant with the historical archives of the Society

It is the policy of The Hymn Society not to discriminate on the basis of age, gender, sex, sexual orientation, race, color, religion, marital status, veteran's status, national or ethnic origin.