

**THE PRESBYTERIAN ASSOCIATION OF MUSICIANS (PAM)
Job Description: Executive Director**

Title	Executive Director, Presbyterian Association of Musicians
Reports to	PAM Executive Board (hereafter called “Board”)
Oversight	Board
Education Requirements	Minimum, Bachelor’s degree
Experience Requirements	Related administrative experience Knowledge of Reformed theology, worship and music

Summary Description

The Executive Director serves as Chief Executive Officer for PAM and its Board. In this capacity the incumbent is responsible for the implementation of policies set by the Board as well as annual goals, objectives, and financial, program and administrative management of PAM. The Executive Director will exert her/his full time and energy as the Executive Director of PAM, working from the National Office, located at the Presbyterian Center, Louisville, KY.

I. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Management of the activities of the organization

- Responsible for overall leadership of staff in the development and implementation of short and long range plans and policies and other activities, devised by the Board
- Informs the Board of the conditions and operations of PAM by frequent, open, and transparent communication to the Board
- Executes decisions of the Board
- Provides continuing educational opportunities and programs for Board members at each Board meeting, relating to general Board member responsibilities, Board policies and financial documents
- Provides staff support to Board committees
- Reviews and executes contracts, grants, and commitments authorized by the Board, including all faculty/staff contracts for any PAM conference
- Plans, organizes, and directs programs and services and evaluates results
- Maintains membership services, providing guidance for recruitment and renewal of membership
- Supports the Board and Conference Directors on matters of program, publications, budget, and legal responsibility
- Supervises the PAM National Office
- Plans and executes Board meetings and other official meetings of the organization in concurrence with the PAM President
- Coordinates Board communications, maintains the website with relevant updates and other essential information

B. Management of fiscal resources and development of funding in concurrence with the PAM President

- The ED is responsible for the financial management of PAM
- Develops and recommends an annual budget, in conversation with the Board and standing committees
- Operates within the budget, ensuring that all funds, physical assets, and property of the organization are safeguarded and administered

- Arranges for a financial review every 2 years, by an outside professional accounting company
- Seeks and recommends to the Board sources of fundraising and grant writing

C. Responsibility for public relations

- Recruits and renews membership through public relations appearances at General Assembly, Presbytery events and PAM conferences, acting as a goodwill ambassador for PAM
- Promotes PAM, building bridges with other music/denominational organizations, maintaining a focus on PAM and the PAM Mission Statement
- Coordinates and conducts public relations and advertising programs
- Maintains effective relationships with other professional organizations

D. Relationships

- Responsible directly to the Board
- Is a member of the PAM Board, without vote
- Serves as staff support to the Board
- Maintains and facilitates communication between PAM staff, the Board, Office of Theology and Worship, government of the Presbyterian Church (U.S.A.), and the PAM membership

II. ADDITIONAL RESPONSIBILITIES

- Carries out other responsibilities assigned by the Board
- Becomes informed about policies and polity of the Presbyterian Church (U.S.A.)
- Keeps the Board informed of work schedule, in advance, on a monthly basis, noting travel schedule
- Attends all Board, Annual meetings and PAM Conferences

III. KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to administer a private, nonprofit, religious service and educational organization, including an understanding of legal responsibilities
- Ability to obtain and manage grants and other funding
- Ability in the areas of communication and interpersonal skills
- Ability to establish and maintain effective working relationships
- Ability to express oneself clearly and effectively in oral and written forms
- Demonstrated knowledge and experience in the use of computer technology
- Knowledge of Reformed worship and music, particularly as expressed through the Presbyterian Church (U.S.A.)
- Knowledge of programs and resources in the areas of theology, worship and music
- Knowledge of the principles and techniques of administration and program planning

IV. TRAINING AND EXPERIENCE

- Bachelor's degree (Graduate degree preferred)
- Active involvement in the local congregation
- Five (5) years of demonstrated responsible administrative experience
- Strong and persuasive leadership and presentation skills