

The Presbyterian Association of Musicians (PAM)
Job Description: Interim Executive Director

Title:	Interim Executive Director, Presbyterian Association of Musicians
Reports to:	PAM Executive Board (hereafter called “Board”)
Oversight:	Board
Term:	November 2016-September 1, 2017- renewal on a month-to-month basis after September 1
Education Requirements:	Minimum, Bachelor’s degree
Experience Requirements:	Related administrative experience
Useful Skills:	Knowledge of Reformed theology, worship and music

Summary Description:

The Interim Executive Director will serve as the Chief Executive Officer for PAM and its Board while a national search is conducted for a new Executive Director. The Interim Executive Director will be considered for the permanent position if applicable. In this capacity, the Interim Executive Director is responsible for the implementation of policies set by the Board as well as financial, program and administrative management of PAM including attendance at three national conferences scheduled in 2017. Candidates for the Interim Executive Director position may apply for full-time or part-time (30-40 hours per week) employment. The Interim Executive Director search committee will consider applicants planning to work from the National Office, located at the Presbyterian Center, Louisville, KY as well as long-distance candidates with suitable experience. Additionally, the Interim Executive Director will be charged with overseeing and supporting development efforts currently underway for PAM’s 50th Anniversary.

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 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
- Supplies financial documents to Board monthly and at each board meeting.
- 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
- 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
 - Evaluate PAM staff structure and operation procedures for consideration in hiring permanent Executive Director.
- b. Management of fiscal resources and development of funding.**
- The Interim Executive Director is responsible for the financial management of PAM
 - The Interim Executive Director shall be responsible for developing and recommending the 2018 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.
 - Assists an outside accounting firm in conducting a financial review, if deemed necessary by the board.
 - Seeks and recommends to the Board sources of fundraising and grant writing in conjunction with Hope Manifest.
- 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, monthly, noting travel schedule. Candidates wishing to work away from the Presbyterian Center will be expected to spend one week per month in Louisville.
- 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

- Familiarity with, and willingness to develop skill and comfort with Office software, QuickBooks, and eTapestry.

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