



NATIONAL GENEALOGICAL SOCIETY®

6400 Arlington Blvd., Suite 810

Falls Church, VA 22042-2318

Phone 703-525-0050 or 800-473-0060

NGSgenealogy.org

## Job Posting: Executive Director

The National Genealogical Society (NGS) seeks an experienced, enthusiastic leader who is skilled at fundraising, growing membership of a national, non-profit organization, and building a collaborative culture that motivates performance. Personal initiative, action orientation, and productivity are a must, as well as demonstrated skills in communication, planning, and organizing. The successful candidate will be able to build productive relationships with leaders in the genealogy field.

The Executive Director will lead a five person staff headquartered in Falls Church, Virginia, and manage a \$1.5 million annual budget. NGS engages with board members and volunteers, as well as institutional, society and individual members, across the country.

Applicants should email resume and a cover letter illustrating how their experience and skills match the expectations of this position to [apply@NGSgenealogy.org](mailto:apply@NGSgenealogy.org) by September 30, 2019.

### PRIMARY RESPONSIBILITIES:

#### Leadership

- In collaboration with the Board, develop and promote a shared vision for the future of NGS.
- Plan and implement appropriate goals and strategies to advance the NGS mission.
- Actively engage and coordinate activities with Board Committees.
- Model collaborative behaviors, empowering others in a team-focused manner.
- Build and maintain strong relationships with institutions and leaders in the genealogy community.

#### Revenue Generation

- Develop and implement fundraising plans and systems to generate revenue necessary to support and grow the work of the organization.
- Monitor and grow revenue from traditional sources—memberships, conference and class registrations, and publication sales.
- Identify new revenue streams and added value member benefits.

## **Financial Management**

- Effectively plan and manage the long-term financial well-being of the organization. Demonstrate competence in budgets, financial statement preparation, and financial analysis
- In collaboration with the Treasurer and Staff, prepare an annual budget for Board approval. Ensure controls, accounting systems, and monitoring is in place to operate within budget guidelines. Demonstrate an understanding of the financial resources and expenditures necessary to achieve strategic goals of the organization.
- Manage independent contractor relationships including contract negotiations and agreements. Contractors may include authors, editors, or information and technology service consultants, among others.
- Periodically review and optimize pricing of all NGS goods, services and member benefits.

## **Communications, Marketing and Outreach**

- Develop a comprehensive communications plan to set the tone and frequency of NGS marketing activity.
- Strategically identify outreach, awards, and communication vehicles to various target audiences that will expand awareness of NGS and grow membership.
- Develop a network of productive relationships with peers, volunteers, media, board members and committee chairs to generate engaging content and communications opportunities.
- Regularly communicate about the activities of the organization, its programs, benefits and goals. Coordinate all publicity and required marketing materials for both traditional and social media.

## **Administration**

- Create an organizational climate that motivates performance.
- Maintain job descriptions. Encourage staff education and development. Effectively develop and utilize the skills of volunteers and board members. Promote active participation and recognition of volunteers and interns in all areas of NGS's work.
- In collaboration with staff, streamline systems, processes, and equipment to ensure operational efficiency and effectiveness. Coordinate the workflow and manage day to day operations of the office, staff and volunteers.
- Manage the Human Resource function of the NGS office, including staff, contractors, and volunteers.

**Other duties as assigned.**

**KEY COMPETENCIES:**

- Strong planning and organizing skills
- Action oriented/highly productively
- Collaborator/team player
- Strong presentation/communication skills
- Shows initiative/self-directed
- Good decision maker/problem solver

**EXPERIENCE REQUIRED:**

- Bachelor's degree in a related field; advanced degree preferred.
- Minimum of ten years' experience, with five years in progressive executive positions, for a membership society or non-profit organization.
- Proven ability to fundraise and grow a membership organization.
- An understanding of business processes and organizational management is required.
- Demonstration of continuing professional education and/or certification in nonprofit management, association management, or fundraising highly desirable.
- An understanding of the interests and needs of the genealogical community is a plus.

This position is based in Falls Church, Virginia. Services are generally provided in an office setting, but the position requires some travel and occasional weekend responsibilities. Salary competitive and commensurate with experience.

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Founded in 1903, the [National Genealogical Society](#) is dedicated to genealogical education, exemplary standards of research, and the preservation of genealogical records. The Falls Church, Virginia, based nonprofit is the premier national society for everyone, from the beginner to the most advanced family historian, seeking excellence in publications, educational offerings, and guidance in research. It also offers many opportunities to interact with other genealogists.