

**Presbyterian Church (U.S.A.)
Office of the General Assembly
Position Description**

Position Title: Director of History and Records/PHS Executive Director

Grade: 21

Exempt Status: Exempt

Entity: Office of the General Assembly (OGA)

Location: Philadelphia, PA

Ministry Area: Church Wide Ministries

Revision Date: 10/17/2019

BASIC COMMITMENT: The Director of History and Records/Presbyterian Historical Executive Director is responsible for all operations and programs of the Presbyterian Historical Society (PHS). This person is responsible for collecting, preserving, interpreting and sharing the story of American Presbyterianism with mid councils, congregations, and individuals. This position calls for a person with mature faith in Jesus Christ and an enthusiastic commitment to the mission program of the Presbyterian Church (U.S.A.) as noted in its theological confessions, the *Book of Order*, and the actions of the General Assembly.

This person will need an understanding of the ethos of the non-profit world and skill in nurturing a teamwork environment at many different levels including OGA colleagues, COGA, PHS Board members, donors, and PHS staff. The incumbent must have a passion for PHS, its mission to serve PC(U.S.A.) and the broader community.

The Director fosters the understanding of and research into the broader and more diverse histories of the Presbyterian Church (U.S.A.) as efforts continue to dismantle white supremacy, sexism and racism in the PC(U.S.A.). Functioning as the hub of communication, the Director works to keep all stakeholders informed and connected.

Purpose of the position:

- To strongly and effectively communicate the mission and vision of the Presbyterian Historical Society of the PC(U.S.A.) to all of its constituencies.
- To design, build and lead the PHS into the future.
- To lead in fundraising for operations, building needs, new programming, and endowment, keeping with PHS's values, mission, vision and goals
- Working closely and building trust with colleagues in the Office of the General Assembly for broader collaboration and the understanding of how our past informs our present and future.

Reports to: The Deputy Stated Clerk, with additional accountability to the PHS Board according to the terms of the Covenant of Understanding.

Supervises:

- Director of Program
- Director of Development
- Director of Communications
- Director of Technical Services

- Senior Administrative Assistant

Budget Accountability: \$2,500,000

Responsibilities (in order of importance, the essential responsibilities of the position include, but are not limited to):

1. Works closely with the PHS Board of Directors to develop a strategic plan for the development and future of PHS and update the plan as changing conditions may warrant.
2. In partnership with the PHS Board, and the Director of Development, he/she is responsible for leading and monitoring all development and fundraising activities for operations, programming and endowment with our mid councils, Presbyterian congregations, individuals and foundations.
3. Responsible for collecting, preserving, interpreting and sharing the history of American Presbyterianism with mid councils, congregations and individuals, to preserve the PHS for all generations.
4. Through constant assessment of the needs of PHS constituencies he/she will provide oversight to the development of programs that connect PHS directly with congregations, mid councils, seminaries, academic institutions, individuals, and the General Assembly of the PC(U.S.A.), and provides materials (electronic and written) that will promote the services available from PHS.
5. Works with staff across the Office of the General Assembly to ensure that the church's current and future work is understood in the context of our history and that the histories represented in the PHS collection inform the overall work of OGA. Works with the Presbyterian Mission Agency and other entities of the General Assembly to foster greater understanding and use of the church's historical records.
6. Serves in an ex-officio capacity to the Board of the Presbyterian Historical Society and is responsible for the coordination of their meetings.
7. Serves on the OGA Leadership Team.
8. Provides oversight of OGA records and publications and coordinates the taking of plenary session minutes at General Assembly.
9. Represents the Presbyterian Historical Society in the scholarly and archival community (regional and national), the general public, and networks with other historical societies and historians.

10. Gives oversight to the preparation of the PHS annual budget with appropriate staff; monitors per capita and restricted income budgets.
11. If eligible, the Director may be elected as an Associate Stated Clerk of the General Assembly, or may be appointed by the Stated Clerk, and confirmed by the Committee on the Office of the Stated Clerk, as an Assistant Stated Clerk of the General Assembly.
12. Serve as Senior Editor or Editor of *The Journal of Presbyterian History*.
13. Other duties as assigned.

REQUIREMENTS:

Education: A Master of Arts in American history and/or an MLS in Information Science with a specialization in archival administration.

Skills, experience and competencies: Demonstrated experience with increasing responsibilities of management and administration in an archival repository with a reference library component or an equivalent education, training and experience. Should have experience and a proven track record of fund raising, donor relations, grant development and public relations experience. The incumbent should have knowledge of Presbyterian history, polity and ecclesiastical organization of the Presbyterian Church (U.S.A.). The incumbent will have skills in developing relationships with a wide variety of individuals both within and outside of the PC(U.S.A.) with the ability to manage and motivate people. Excellent verbal, writing, and organization skills.

Sensory or Physical Requirements: Ability to sit for extended periods of time. Ability to travel extensively both domestically and internationally to attend meetings, conferences, and the biennial General Assembly, as well as visiting donors and supporters. Ability to transport computer and other technological equipment.

Desired Qualifications: In addition to the above, a PhD in history, preferably in American Church History, or a related area. The person would have strong leadership, management, and communication skills, and possess a proven record in development and fund raising. Experience as an editor, especially as it relates to the planning and production of *The Journal of Presbyterian History*. Fluency in Spanish or Korean.

We have reviewed this position description and believe it to be accurate.

Incumbent's Signature

Date

Supervisor's Signature

Date

The Presbyterian Church (U.S.A.) retains the discretion to add to or change the functions, responsibilities and/or minimum qualifications for this position at any time.

The Office of the General Assembly is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.