



Executive Director – Position Profile

The American Baptist Historical Society (ABHS) is the oldest Baptist historical society in the United States and holds the largest and most diverse collection of Baptist materials in the world. It was established in 1853 at a meeting of the American Baptist Publication Society. The motion to organize was offered by John Mason Peck, pioneer Baptist home missionary. Those present resolved “That the eminent labors of the early Baptists of this country, their self-sacrifices and their noble devotion to the cause of truth, and the important principles which have always distinguished the denomination, make it sacredly incumbent on us to associate for the preservation of all documents which can furnish to us and to posterity, the fullest possible record of their sentiments, their sufferings, and their success.

Role and Responsibility: The Executive Director leads the work of the American Baptist Historical Society on the Atlanta campus of Mercer University; Ensures the future of the Society by developing relationships with its long time American Baptist Churches partners and expanding its strong relationships with Mercer University; Leads its fundraising efforts and manages its budget; Raises the visibility of the Society with individual American Baptist churches, regions and with other Baptist entities; Identifies and develops relations with other Baptist organizations; Manages the archive facility and its employees; Has a broad working understanding of the collection; Works with the American Baptist Historical Society Board; Develops a vision for the Society by creating strategic plans together with the board and other stakeholders; Supervises the production of the American Baptist Quarterly and other ABHS publications; Has an understanding of American Baptist history and the history of religion.

Education, Experience and Competencies: Passion for telling the story of church history and specifically Baptist history. Demonstrated ability to cultivate and grow relationships with constituency. Demonstrated ability to lead fundraising in a non-profit setting. Capabilities in administrative skills such as budget and finance, staff supervision and office management. Experience in strategic planning. Skills in relating to faith-based non-profit boards. Excellent written and oral communications skills. Must be able to relate to diverse constituencies. Familiarity with principles and practices of archival and/or library science, including recent developments in the use of technology in the field. Knowledge of the history and polity of American Baptist Churches preferred. Excellent interpersonal, diplomacy and networking skills. Master’s degree preferred with a minimum of ten years’ experience in a non-profit setting. Must be innovative, flexible and willing to take initiatives. Ability and willingness to travel up to 50% of the time

Compensation: Competitive compensation package including employer paid contributions to a 403(b) retirement plan, healthcare benefits and paid time off (vacation, sick leave, and holidays).

If you are ready to be a part of this dynamic organization, send a cover letter, resume, and name/address/phone numbers of three (3) professional references to: jobs@abc-usa.org .

Applications must be received by March 31, 2016.
