



North Carolina Genealogical Society

6300 Creedmoor Road, Suite 170-323

Raleigh, North Carolina 27612

Position Description -- Executive Director

Founded in 1974, the objectives of the North Carolina Genealogical Society are:

- To increase interest in and raise the standards of genealogical research and compilation by means of educational programs, workshops, and the publication of genealogical data;
- To encourage and instruct members in the art and practice of genealogical research and compilation;
- To acquaint members with sources of genealogical material in North Carolina and elsewhere;
- To serve as a medium of exchange of genealogical information, through its publications, workshops, and otherwise; and
- To promote the collection, preservation, and utilization of manuscripts, documents, and other materials of genealogical or historical value.

The Society develops and implements educational seminars, conferences and webinars; publishes the quarterly *NCGS Journal*, the monthly *NCGS News*, and books related to North Carolina genealogy research and records; conducts an annual awards program; and maintains the website NCGenealogy.org.

Annual revenue of \$90,000-\$100,000 comes primarily from approximately 1700 dues-paying members, ticketed events, book sales, and donations.

Position

Reporting to the Board of Directors, the Executive Director (ED) supports the consistent achievement of the mission, goals and objectives of the Society. The ED has administrative, operational and strategic responsibilities. A key component of the position requires the ED to communicate effectively with members, prospective members, volunteers, support staff, board members, and others in the genealogical community.

Responsibilities

Administrative:

1. Maintain in safekeeping the NCGS charter and seal.

2. Oversee the receipt and distribution of NCGS postal mail, conduct official correspondence at the direction of the Board, and respond appropriately to email received through the info@ncgenealogy.org email account.
3. Monitor the Society's online presence, including the website (WordPress), social media accounts (Facebook, Twitter, Pinterest), and Google Drive.
4. Process all membership applications received by mail or through the NCGS website, update the records in the membership database, and maintain an accurate roster of current NCGS members.
5. In coordination with the Webmaster, maintain the member welcome letters, renewal letters, and other correspondence that occurs through the website.
6. Archive the minutes of NCGS Board of Director and annual meetings and a copy of each issue of the *NCGS Journal* with the North Carolina State Archives, and maintain a list of the records so deposited.
7. Assist the NCGS Executive Committee in preparing agreements with independent contractors. Maintain a positive working relationship with contractors. Notify the Board if the terms of the agreements are not being met.
8. Oversee the NCGS mailing lists on all platforms.
9. Maintain an up-to-date mailing list for the NCGS Journal and forward it to the printer for each quarterly issue. Produce mailing lists as requested by members of the Board or committee chairs.
10. Act as the registered agent and principal office.
11. Maintain official records and documents, and ensure compliance with Local, State and Federal regulations.

Board:

1. Present quarterly administrative reports to the Board, including current NCGS membership data, and attend all board meetings as a guest.
2. Attend Executive Committee meetings and the Annual Meeting. Attend committee meetings as requested.
3. Maintain and distribute to the NCGS Leadership Team an up-to-date roster of Society Officers, Directors, Committee Chairpersons, Nominating Committee members, and support staff.
4. Assist the President in creating and distributing the agenda and other documents for board meetings.
5. Work with the Board to develop and implement projects that will fulfill the NCGS mission and goals.
6. Provide support to board members and committees, such as helping to answer questions posed by board members, identifying needed resources, providing administrative support for things like making copies and submitting check requests, and other tasks assigned by the Board.

7. Conduct board orientation and maintain the orientation manual.

Committees:

1. Support the work of committees by providing administrative support, acquiring needed materials, assisting with volunteer recruitment and engagement, facilitating communication with the Board, monitoring finances, and maintaining the committee roster.
2. Track progress towards goals and promote program evaluation to ensure that strategic and financial goals are being met.

Development:

1. Develop and implement plans to increase membership with the approval of the Board.
2. Develop and implement plans to increase donations with the approval of the Board.
3. Explore grant funding as a potential source of revenue.

Financial:

1. Promptly forward all payments received during the exercise of the duties of the position to the NCGS Bookkeeper.
2. Work with the Treasurer and committee chairs to develop and present the annual budget to the board for approval.
3. Work with the Bookkeeper and Treasurer to monitor the finances of the society.

Marketing:

1. Coordinate all publicity and marketing activities with the assistance of the Publicity Chair and others to raise the level of awareness about NCGS and its activities.
2. Attend meetings, conferences, institutes, and other events as a representative of NCGS with board approval.
3. Manage the NCGS booth at events, including staffing, inventory, and financial transactions, with the help of volunteers.
4. With the Publications Chair, Publicity Chair and others, assist with the marketing of NCGS publications.
5. Maintain an inventory of NCGS brochures and other marketing materials, and distribute them as requested by members of the Board or committee chairs.
6. Contribute content to the website, social media and newsletter.

Qualifications:

NCGS does not maintain office space. This is a part-time, work from home position with an expectation of 30-35 hours of work per week, on average. Remote meetings are conducted using the GoToMeeting and Zoom platforms.

Required:

- Bachelor's degree
- Minimum of three years of experience in a leadership role in a nonprofit environment and/or professional education or certification in nonprofit management.
- Demonstrated ability to work collaboratively with diverse groups of people with respect, patience and positivity.
- Excellent written and verbal communication skills.
- Experience preparing, managing and analyzing budgets.
- Experience devising and pursuing organizational strategic goals.
- Demonstrated ability to set and meet goals and to achieve successful outcomes in a self-directed work environment.
- Demonstrated success recruiting, developing and managing volunteers.
- Skilled in word processing, spreadsheet applications, email marketing, and social media. (ie. Word, Excel, Google Docs, Google Sheets, MailChimp, Facebook, Pinterest, Twitter, WordPress, Gmail)

Preferred:

- Demonstrated ability to raise funds through grant-writing.
- An understanding of the needs and interests of the genealogical community.
- Reside in or near Raleigh, North Carolina, or have the ability to travel to Raleigh when the duties of the job require.

Compensation:

Salary \$35,000 - \$45,000 per year, depending on qualifications and experience. Reimbursement for approved travel expenses and supplies.

How to Apply:

The Search Committee will be accepting resumés until 30 April 2022, or until the position is filled. Contact Laurel Sanders, president@ncgenealogy.org, for more information and to apply.