Synod of the Northeast

https://synodne.org/job/executive-director-presbyterian-association-of-musicians/

Executive Director

Hiring organization
Presbyterian Association of Musicians

Employment Type
Full-time

Beginning of employment
June 1, 2027

Job Location
Louisville, KY, US

Working Hours
Full-time, exempt. Hybrid arrangement may be available; travel and some evenings and weekends required.

Base Salary
$ 95000 - $ 105000

Date posted
November 16, 2026

Valid through
15.12.2026

Description

The Presbyterian Association of Musicians (PAM) seeks an Executive Director to lead its work of nurturing relationships and creating community through worship, music, and the arts within the Presbyterian Church (U.S.A.) and beyond.

The successful candidate will bring strategic judgment, financial management skills, fundraising experience, and a collaborative approach to leading staff and working with the Board of Directors. We seek an organizational leader with a strong understanding of worship and music in the Reformed tradition.

About the Role

The Executive Director serves as PAM's chief executive officer and reports to the Board of Directors. The director leads staff and daily operations, advances strategic priorities, strengthens financial sustainability, and builds relationships with members, donors, congregations, and partner organizations.

Working closely with the Board and its President, the director helps shape PAM's direction and leads implementation of its strategic plans. The director also partners with the Development Manager to cultivate donor relationships and personally solicit major gifts.

Key Responsibilities

- Lead strategic planning and implementation in partnership with the Board and staff.
- Hire, supervise, and develop staff, establishing clear responsibilities and a collaborative organizational culture.
- Develop and manage the annual budget and oversee financial operations.
- Partner with the Development Manager and Board committee to strengthen fundraising, donor stewardship, and financial sustainability.
- Support effective Board governance and plan meetings in close partnership with the President.
- Represent PAM publicly and guide its communications strategy.
- Provide oversight for conferences and educational initiatives, supporting the Event Manager and planning teams as they lead event planning and delivery.
- Strengthen member recruitment, engagement, and retention.
- Ensure effective organizational policies, procedures, and compliance.

Qualifications

- Bachelor's degree required; an advanced degree in nonprofit management, business administration, theology, music, arts administration, or a related field is preferred.
- Strong financial management skills and experience with budgeting, fundraising, donor relationships, and grant management.
- Excellent communication, interpersonal, and relationship-building skills.
- Experience in staff supervision, strategic planning, program management, and organizational development.

- At least five years of progressively responsible administrative or executive leadership experience, preferably in a nonprofit, religious, or arts organization.
- Ability to use technology and organizational data effectively.
- Strong understanding of Reformed theology, worship, and music, particularly within the Presbyterian Church (U.S.A.).
- Active involvement in a local congregation and commitment to PAM's mission and values.

Work Arrangement & Compensation

This is a full-time, exempt position. A hybrid work arrangement may be available, combining remote and in-person work. In-person attendance is required for designated meetings, conferences, and other organizational activities.

Location and Residency Expectations: The position requires travel and flexibility to work evenings and weekends. Conference responsibilities include moving materials and supplies and may involve extended periods of standing and walking. Physical presence in the PC(USA) national offices in Louisville, KY is expected monthly, on average. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Salary range: $95,000–$105,000

Benefits: The position offers a comprehensive benefits package through the Board of Pensions, including medical and dental coverage and employer contributions toward pension and retirement benefits. The total value of the benefits package is estimated at approximately 38% of base salary.

How to Apply

Submit a cover letter describing your interest in PAM's mission and your relevant leadership experience, along with a résumé, to pam.ed.search@gmail.com.

Application deadline: December 15, 2026
Anticipated start date: June 1, 2027
Questions: Karrie Rushing at pam.ed.search@gmail.com

Equal Opportunity: The Presbyterian Association of Musicians is an Equal Opportunity Employer. We value diversity and are committed to creating an inclusive environment for all employees. We do not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, veteran status, or any other protected status under applicable law. All employment decisions are based on qualifications, merit, and business needs.