



THE HYMN SOCIETY

Position Opening - Executive Director

The Hymn Society in the United States and Canada

The Hymn Society in the United States and Canada (THS) is a binational nonprofit membership organization and the only professional association in North America dedicated exclusively to congregational song. Founded in 1922, THS serves clergy, musicians, composers, scholars, publishers, and lay worshipers across denominations and faith traditions who share a commitment to the vital role of sung prayer in Christian worship.

THS pursues its mission through its Annual Conference, its flagship journal (*Journal of Congregational Song*), its monthly e-newsletter (*The Stanza*), educational programming, a robust grant and scholarship program, and an expanding digital presence. The organization is governed by an elected Executive Committee and staffed by a small professional team working remotely across North America.

Position Summary

The Executive Director (ED) serves as the chief staff officer of The Hymn Society and is accountable to the Executive Committee (EC). The ED provides organizational leadership across all dimensions of THS operations: strategic planning, financial stewardship, membership development, programming, publications, communications, fundraising, and external relations. As the organization's primary public voice, the ED represents THS before the broader church music community and advances the mission of congregational song in North American worship life.

This is a full-time, exempt position. The ED works remotely and reports directly to the Executive Committee. The Executive Director is expected to travel, including attendance at the Annual Conference (typically held in July), EC meetings, and selected professional gatherings of partner organizations. Some evening and weekend work is required, particularly in connection with conference and event leadership. The ideal candidate will be positioned to support and advance our status as a binational organization.

Application Process

The position will be available January 1, 2027. Applications received by September 18, 2026 will receive full consideration, though the search will remain open until the position is filled.

By email only, submit a statement of interest, resume and contact information for three professional references to Melissa Haupt and Charles Frost, Search Committee Co-Chairs: hymnsociety.application@gmail.com.

Salary Range: \$80,000 - \$85,000 USD commensurate with experience.

Benefits include a stipend toward the purchase of health insurance and payment into a 403(b) plan.



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Essential Duties and Responsibilities of the Executive Director

The responsibilities of the Executive Director include, but are not limited to, the following:

Strategic Leadership and Governance

- Collaborate with the EC to develop and implement a clear organizational vision, strategic priorities, and multi-year plans aligned with THS's mission.
- Serve as primary advisor to the EC, providing timely information, analysis, and recommendations to support sound governance and decision-making.
- Lead organizational assessment and planning processes, including periodic strategic planning retreats and program evaluation.

Financial Management

- Provide overall oversight of THS finances, ensuring sound financial controls, accurate reporting, and responsible stewardship of organizational resources.
- Develop the annual operating budget; work with the Treasurer to present the budget to the EC for approval.
- Work with the Investment Committee to oversee the endowment and restricted funds, ensuring prudent stewardship in accordance with THS investment policies.

Fundraising and Institutional Advancement

- In collaboration with the Institutional Advancement Committee, lead all aspects of a comprehensive development program, including annual fund appeals, major gifts cultivation and solicitation, planned giving, and special campaigns.
- Identify and cultivate relationships with individual donors, foundations, and institutional funders; personally engage major donors and prospects, and keep an accurate database of donor relationships
- Develop and implement strategies to strengthen THS's long-term financial sustainability.

Membership Development and Engagement

- In collaboration with the Institutional Advancement Committee, develop and execute strategies for member recruitment, retention, and renewal across THS's institutional and individual member categories.
- Identify opportunities for members to engage in the programs and governance of THS, including committee service, conference leadership, and publishing; collaborate with the Institutional Advancement Committee on member cultivation and retention strategies.

Annual Conference and Programming

- In collaboration with THS staff:
 - provide strategic leadership for the Annual Conference and for THS-wide educational programming.
 - Lead site selection and contract negotiation for the Annual Conference and develop and manage the conference budget.
 - Oversee speaker and artist recruitment, registration management, on-site conference coordination, and oversee scholarship programs and any other grants or awards administered by THS.



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Publications and Communications

- Oversee the publication of *Journal of Congregational Song* in collaboration with the Editor, including production schedule, editorial quality, and distribution.
- Contribute substantial content to *The Stanza*, the member newsletter — including the ED's voice on organizational news, theological reflection, and congregational song.
- Serve as primary author and editor of organizational communications to members, donors, the public, and partner organizations.
- Manage relationships with publishers, licensing bodies, and copyright administrators relevant to the publication and distribution of congregational song resources.

Staff Management and Administration

- Hire, supervise, evaluate, and when necessary, terminate staff and contractors; cultivate a collaborative, mission-driven workplace culture. Current staff include the Director of the Center for Congregational Song, the Operations Manager, and the Administrative Assistant.
- Establish and maintain personnel policies, job descriptions, and performance review processes in accordance with THS policy.
- Oversee the day-to-day operations of the THS office, manage and maintain institutional archives, and ensure compliance with all applicable employment laws and organizational policies in both U.S. and Canadian jurisdictions.

External Relations and Mission Advocacy

- Serve as the primary public spokesperson for THS, representing the organization and advocating for the value of congregational song in Christian worship before denominational bodies, academic institutions, publishing partners, and the broader church music community.
- Build and sustain relationships with kindred professional organizations in church music, liturgy, and worship across denominational traditions.
- Represent THS at relevant professional conferences, denominational gatherings, and ecumenical forums.
- Pursue collaborative opportunities that extend THS's reach, mission, and visibility, including co-sponsorships, joint publications, and shared programming.
- Engage with hymn writers, composers, scholars, and theologians to nurture the creative and intellectual community that sustains THS's work.

It is the policy of The Hymn Society not to discriminate on the basis of age, gender, sex, sexual orientation, race, color, religion, marital status, veteran's status, national or ethnic origin.