



POSITION ANNOUNCEMENT

Executive Director
American Harp Society, Inc.

OVERVIEW:

The American Harp Society, Inc. (AHS) is seeking its next fulltime Executive Director. Originally incorporated in the State of New York, AHS currently has a projected operating budget of just under \$450,000; subject to activities it may range annually from \$250,000 to \$450,000 and is looking for a nonprofit leader to help it grow. Utilizing key volunteers and an outsourced bookkeeper, membership coordinator, marketing and communications manager, magazine editor, and webmaster, the Executive Director will work virtually until such time as the organization may have the resources to establish an office presence.

OBJECTIVE:

With the Board of Directors, the Executive Director of the AHS will be responsible for the implementation of the Strategic Plan development of the organization's strategic vision and direction of specific initiatives. From that vision and direction, the Executive Director creates an annual work plan and operates within a board-approved balanced budget. He/she is responsible for the management, coordination, and supervision of the overall day-to-day operations and external contractors/vendors.

The incoming candidate will need to be understanding of and embrace the Board-driven nature of AHS's history and operations and be comfortable with consulting on a weekly basis with the leadership, rather than making unilateral decisions and working without collaboration.

PRIMARY RESPONSIBILITIES:

Management and Financial Administration: The Executive Director has the responsibility to ensure the maintenance of effective office management, financial management, record-keeping, and equipment and software. This includes all the records, files, minutes, and correspondence of the organization, whether in print or other forms of communication, under any policies set by the Board of Directors. The Executive Director is also responsible for managing the organization's finances, participating in the budget process, working with the Financial Investments and Advisor Committee and external consultants on investments, and for regular reporting to the Board of Directors on all significant financial matters. The Executive Director also facilitates and complies with Board directives with regard to an independent annual audit or review.

Programs & Events: The Executive Director has the responsibility to ensure the effective planning and implementation of successful and well-managed events and programs. Currently the Executive Director oversees the Membership Program, Education Programs, Chapter Relationships, Publications, and National Events. The Executive Director will oversee additional programs and events which may be added.

Board of Directors: Working with the President and Secretary of the Board, the Executive Director ensures effective logistical arrangements, communications, record-keeping, and the maintenance of minutes of the Board of Directors meetings and other occasional meetings authorized by the organization. The Executive Director is

responsible for providing information to the Board of Directors both formally and informally, so that they are well-informed about developments within and about the organization.

Committee Support: The Executive Director ensures that all committees of the AHS work within the scope of their Board-approved charter and with Committee Chairs to ensure they stay within the approved organizational budget. The Executive Director serves ex officio on all committees, although does not necessarily attend all meetings, and provides any needed resources or support as requested.

Resource Development: The Executive Director actively researches and undertakes activities to maximize organizational revenues via membership recruitment and retention, strengthening Chapter relationships, and maximizing national event income. Fundraising activities include seeking opportunities for new and renewed government, endowment, and individual contributions as well as corporate sponsorships, and the development of a planned giving program for the Organization under the development policies as defined by the Board of Directors.

Organizational Representation: While the President of the AHS plays the major representative role at the National Conference, the Executive Director is the external face of the organization to the general public and represents the mission and concerns of the organization. The Executive Director also advocates and is responsible for representing the organization in those functions that require the input of the organization's chief executive officer, including funding agencies, professional societies, and governmental organizations. In any circumstances involving the press, negative or positive, the Executive Director is deemed the official spokesperson for the organization unless the Board designates otherwise.

Qualification Requirements

The ideal candidate will have:

- Significant experience in a management role of a non-profit service setting, preferably in a membership organization, with a demonstrated record of success
- Demonstrated understanding of current nonprofit governance best practices
- Bachelors degree required; advanced degree preferred
- Knowledge of music, musicians, performance, and academic environments in general highly preferred
- Familiarity with harpists (professional, amateur, students) and the harp community is a plus
- A proven track record of strong fiscal management
- A proven track record of development and fundraising success
- Knowledge of event management and venue contract negotiations such as a major conference or convention; publications management; associations and membership programs
- Ability to motivate and manage volunteers, particularly a board of directors
- Ability to create a teamwork environment
- Ability to work independently
- Outstanding management skills
- Outstanding verbal and written communication skills
- Demonstrated leadership evidenced by past work/volunteer experiences and via reference checks
- Ability to effectively delegate
- Maintain a "big picture" strategic view
- Ability to solve problems
- Ability to translate policies into daily routine operations
- Self-assured, flexible, confident and goal-oriented
- Highly experienced and comfortable with technology. Experience and skill with the following will make a candidate highly competitive:

Microsoft Office
GDrive and Google
applications
Dropbox
Neon CRM & Neon Pay
Paypal
Quickbooks Online
Constant Contact

Restream, Vimeo, YouTube
Evernote
AssociationVoting.com
Bonfire.com
Embark.com
PurplePass
TechSoup

Work Environment:

Remote position from home office. May be subjected to interruptions throughout the workday. Travel may be required up to 15% annually.

Compensation

Compensation for this position is competitive.

Application Deadline

February 28, 2026

To Apply

For more information about the organization, please visit <http://www.harpsociety.org>. Please respond to kathaskissman@gmail.com with a cover letter, resume, and three professional references (name, title, affiliation, relationship to the applicant, phone number, and email address for each) by February 28, 2026. The American Harp Society, Inc. is an equal opportunity employer.