# The Evangelical and Reformed Historical Society

The Evangelical and Reformed Historical Society seeks applications for an executive director. This a two-year grant funded position. The Executive Director reports to the Board of Directors and works with them to carry out the current mission of the ERHS.

The Society was established in 1934 after the formation of the Evangelical and Reformed Church by the merger of the (German) Reformed Church in the United States (1727-1934) and the Evangelical Synod of North America (1840-1934). The Reformed Church first established a Historical Society in 1863 during the 300th anniversary of the Heidelberg Catechism. The Evangelical Synod established a Historical Commission in 1927. ERHS was chartered in the Commonwealth of Pennsylvania and granted non-profit 501(c)3 status in 1983.

The current mission of the ERHS is to collect, organize, preserve and make available for research the records of the Reformed Church and the E &R Church and to cooperate with the archives at Eden Theological Seminary in Webster Groves, Missouri which holds the records of the Evangelical Synod. The collection of the ERHS is located on the second floor of the library of Lancaster Theological Seminary (Lancaster, PA) and consists of denominational records of the Reformed Church and E &R Church, records of their regional classes and synods, records of more than 800 local churches, and over 350 manuscript collections. In addition, the collection includes books (15th-21st century) with emphasis on reformed theology, history, liturgy, hymnals, genealogy, and publications of and about the two denominations. The Society also has an extensive artifact collection relating to the denominations and from the mission fields served by them.

## GOAL

The primary goal this two-year, grant funded position shall be to develop long term financial resources to support and sustain the mission and work of the Society. One important aspect of this goal is to build up the endowment fund through major gifts, estate giving, charitable annuities,

and foundations. A second important goal is developing financial and individual support for current programs, particularly those that will cultivate wider awareness and interest in the unique heritage of the Evangelical and Reformed traditions. This includes encouraging research and understanding among scholars and developing interpretive resources.

## QUALIFICATIONS

- Candidates must have a BA or equivalent from an accredited college or university; an MA or M.Div. is preferred.
- Demonstrated experience in financial management and fund raising including major gifts for the endowment and annual appeal for operating expenses.
- Knowledge of the Evangelical and Reformed tradition sufficient to interpret and share its importance and values.
- Excellent communication skills including effective public speaking in church and secular settings, writing, and use of media.
- Demonstrated skills in public relations.
- Demonstrated success in securing grants.
- Demonstrated skills in working collaboratively with staff and board members.
- Experience working in a non-profit setting.
- Exhibit an exemplary moral character.

## RESPONSIBILITIES

- Seek and welcome all opportunities to interpret and enlist support for the work of the Society through speaking engagements and less formal contacts at UCC General Synod, Conferences, Associations and local churches related to the E & R traditions.
- Work with the Development Committee and Board of Directors to arrange and follow through with meetings with potential corporate, foundation, family, and individual donors and supporters.
- Work with the Program Committee and volunteers to design and carry out program events in a variety of locations to promote the Society and E & R history.

- Work with the Board and staff to develop a mission statement, long and short-term goals, and strategies to fulfill the goals.
- Work with the Board to develop programmatic priorities including increasing the scope and quality of the Society's web presence and creating useful research materials.
- Work with the Development Committee and volunteers to identify and apply for possible grants and similar opportunities.
- Monitor and direct fulfillment of particular grants and gifts.
- Work with the Development Committee and staff to direct the annual appeal for funding from families and individuals, and a similar appeal specifically to Conferences, Associations, institutions with E &R backgrounds, and churches, especially those with large record holdings at the Society.
- As directed by the Board, work closely with the Eden Archives to find cooperative ways to serve the entire E &R heritage, as was assigned to ERHS by the former E &R General Synod.
- As directed by the Board, supervise and support the ERHS archivist, office administrator, processors, interns, volunteers and others.
- As directed by the Board, maintain a strong cooperative relation with our building host, Lancaster Theological Seminary and with Eden Theological Seminary, host of the Eden Archives.
- As directed by the Board, maintain a cooperative relationship with the UCC Historical Council, the UCC Archives and other potential partners such as the archives of the Evangelical Lutheran Church, the Presbyterian Church (USA), the Reformed Church in America, local, state and county historical societies as appropriate.

This is a salaried position of $65,000 to $70,000 including benefits.Three or more years' experience in nonprofit with proven fund raising is desirable. Weekend and evening work will be required as appropriate. Position will remain open until filled.

To apply, please submit a letter of interest, resume and three work related references to: Alison Mallin, Evangelical and Reformed Historical Society, 555 West James St., Lancaster, PA 17603, erhs@lancasterseminary.edu, 717-290-8734.