



AAM is a professional organization of nearly a thousand musicians, clergy, and friends of the Anglican musical tradition serving The Episcopal Church. The Association hosts an annual conference, publishes a monthly journal, and provides support services and advocacy for Anglican music and musicians.

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## **Opening for Full-Time Executive Director**

AAM seeks to appoint a full-time Executive Director to manage the administrative, communication, and advancement (development) roles of the Association working in conjunction with Officers and Board of Directors.

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

- coordinating meetings of the Board of Directors and its committees;
- communicating with the membership in consultation with the President;
- working with local committees to coordinate the annual conference with particular responsibility for schedules, budget preparation, and contracts for facilities and personnel;
- generating a comprehensive advancement program to cultivate and care for donors who support the mission of the Association;
- seeking to enhance the Association's social media presence and general visibility both within the Episcopal Church, the Anglican Communion, and the public more broadly;
- managing finances in consultation with the elected Treasurer;
- maintaining of accurate membership records;
- facilitating the applications of new members;

The Executive Director should possess the administrative skills and experience necessary to direct, in consultation with the President and Board of Directors, the daily activities and communications necessary to facilitate the work of the Association. The Executive Director should have a strong affinity for and understanding of the goals and aspirations of the Association. An understanding of the culture and structures of The Episcopal Church is essential.

The position is considered full-time with competitive salary and benefits provided. It is anticipated that the position will begin late in 2021 or early in 2022. The location of the offices of the Association is negotiable and residency in partnership with another organization is a possibility that may be investigated.

Interested persons should send a letter of interest and a resume to Sonya Sutton, Vice President and President-elect, at [ssutton@anglicanmusicians.org](mailto:ssutton@anglicanmusicians.org), no later than August 2, 2021.