



**THE NATIONAL SOCIETY OF  
THE SONS OF THE AMERICAN REVOLUTION  
SEEKS A MOTIVATED, DECISIVE LEADER  
TO SERVE AS ITS EXECUTIVE DIRECTOR**

**Overview:**

The National Society of the Sons of the American Revolution (NSSAR) is seeking a self-motivated, decisive leader with highly developed listening and public-speaking skills to serve as its Executive Director as the organization prepares for and executes its commemoration of the 250<sup>th</sup> anniversary of the American Revolution and beyond. The Executive Director is responsible for all operations of the National Headquarters in Louisville, Kentucky, and supervises the headquarters staff, which consists of 26 full-time and part-time employees. The NSSAR has an annual operating budget of approximately \$3 million. The ideal candidate will have the skills and ambition to serve as the public face of the organization in the Greater Louisville area, to assist the President General in developing and maintaining excellent public and other external relationships, and to assist the Director of Development in fundraising for the organization.

**About the NSSAR:**

Founded in 1889, the NSSAR is a 501(c)(3) non-profit, non-partisan organization dedicated to promoting patriotism, preserving American history, and teaching American history to future generations. SAR members volunteer untold hours of service each year in their local communities.

The organization has more than 35,000 members in over 550 chapters across the United States and internationally. Membership is open to any male – regardless of race, religion, or ethnic background – who can prove lineal descent from a patriot of the American Revolution. As a result, the SAR National Headquarters is home to one of the nation's premier genealogical libraries.

**Job Duties:**

- Personally demonstrate the highest standards of honesty and integrity.
- Manage the daily operations of the National Headquarters.
- Hire, supervise, and evaluate the performance of headquarters staff, which currently consists of 20 full-time and six part-time employees.
- Set individual goals for employees with measurable outcomes and evaluate employees against their individual goals.
- Set program goals with measurable outcomes and conduct regular reviews that support the organization's Strategic Plan.
- Successfully manage the programs of the NSSAR, including the planning, administration, and management of quality programs and services in the areas of finance and development, educational outreach, genealogical research and library services, and national events.

- Design and implement public relations efforts for the purpose of increasing public awareness of the NSSAR.
- Work with the Director of Finance and the appropriate NSSAR officers and committees to develop an annual budget for review and approval by the finance committee and the Board of Trustees.
- Oversee organizational and program compliance with national standards, policies and procedures, and applicable local, state, and federal laws.
- Report monthly to the President General on Headquarters operations.
- Travel occasionally at the direction of or with the approval of the President General.

### **Education Requirements and Qualifications:**

- Bachelor's degree required (Master's degree preferred).
- Minimum of five years of leadership and management experience, preferably in a nonprofit setting.
- Demonstrated organizational skills and strong oral and written communication skills.
- Demonstrated ability to work with minimal supervision and a reputation as a proactive self-starter.
- Proven analytical, problem-solving, and decision-making skills, with attention to details.
- Willingness to lead and to take the initiative.
- A history of successful fundraising and recruitment of high-quality employees.
- Proven skills in developing and managing budgets and operations.
- An interest in history in general and the Revolutionary War in particular.
- A residence within 50 miles of the National Headquarters or a willingness to relocate.
- Knowledge of genealogy concepts and lineage organization policies is desirable, but not required.

**Note:** The role of Executive Director is not an entry-level position. The ideal candidate will have a proven record in the above-referenced areas.

### **Benefits:**

The NSSAR offers a competitive salary for this full-time/exempt position as well as paid time off, and a flexible schedule. The salary range for this position will be commensurate with the selected candidate's experience. The NSSAR offers a comprehensive benefits package.

### **To Apply:**

Please submit a resume and cover letter to Michael J. Elston, chairman of the search committee, at [SARExecDirSearch@gmail.com](mailto:SARExecDirSearch@gmail.com). Applications will be accepted until the position is filled.

*The NSSAR provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, national origin, sex, age (40 and over), disability, or membership in any other legally protected category under Kentucky law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*