

## **Announcing Search for Executive Director, Mormon History Association (MHA)**

To apply, please email cover letter and CV or resume to  
director\_opening@[mormonhistoryassociation.org](mailto:director_opening@mormonhistoryassociation.org) by January 21, 2022

### **Job Description**

- Full-time for one person, or two-person job-share option, available
- Work with and report to twelve-member MHA board of directors to run all aspects of this independent, historical, non-profit organization of some 1,000 members
- Work with MHA board, assist volunteer committees, and contract with conference sites and registration, catering, printing, audiovisual, digital production, hotels and tour bus companies to put on annual, hybrid (digital and in-person) scholarly conferences, including pre- and post-conference tours
- Visit potential sites for annual conferences, typically throughout North America, in order to make feasibility recommendations to MHA board and to organize future conferences
- Attend at least two annual scholarly conferences of organizations similar to MHA in order to observe best practices and invite scholars to join and participate in MHA
- Fundraise in order to: supplement costs of annual conferences, endow and support MHA annual awards for scholarly work, and strengthen MHA's foundation
- Provide checks for MHA's annual award winners, quarterly payroll and any reimbursement checks for *Journal of Mormon History* editorial staff, and quarterly payments to the University of Illinois Press (UIP), which prints and ships the *JMH* and maintains MHA membership records. Ensure that UIP fulfills its contractual obligations.
- Work with independent accountant and tax company to maintain MHA's financial records and file annual taxes; work with MHA Financial Chair to produce an annual budget and review MHA's finances and budget
- Maintain MHA website, social media platforms, newsletter, and other forms of publicity, working with MHA Publicity Chair

- Work with the MHA President to run at least two annual board meetings, one on the day before the annual conference and one approximately six months later. Take minutes of meetings and share with meeting participants
- Interface with MHA members at annual conferences and through phone and digital communications in a timely manner

### **Job Requirements**

- Degree(s) in history, religious studies, communications, business, and/or events management, or equivalent work experience in related fields. Advanced degree preferred
- Excellent organizational skills to carry out a variety of different functions simultaneously
- Ability to work well with board members; *JMH* editors; MHA members, independent contractors; and volunteer committees—including conference program, local arrangements, nominating, and other committees in organizing all aspects of the annual conference, including the conference preliminary and final programs
- Excellent communication skills, including interpersonal, writing, editing, publicity, website and social media. Experience in podcasting a plus
- Prior participation in MHA and similar scholarly conferences is extremely helpful
- Knowledge of Zoom (to conduct digital meetings), Wordpress (to maintain website), Mailchimp (for MHA newsletter), and Quickbooks (for bookkeeping and check writing) is helpful

### **Job Benefits**

- Compensation commensurate with experience, with a base of \$65K/year for one director
- Work from home (and anywhere) with Internet access
- Flexibility to choose own working times
- Work with exceptional scholars in the historical community
- Opportunity to travel to historic sites and conferences

- This is a contractor position and so does NOT include health insurance

*Founded in 1965, the Mormon History Association is an independent, non-profit organization dedicated to the scholarly study and understanding of all faith traditions that trace their roots to Joseph Smith. With some 1,000 members, MHA promotes its goals through scholarly research, conferences, awards, and publications.*