



Job Title: Research Center Manager
Reports to: Historian General & Executive Director
Category: FT Exempt
Position Overview

The General Society of Mayflower Descendants (GSMD) is seeking a Research Center Manager to lead the genealogy team in the application and verification process and oversee research and library operations. This position plays a key role in collaborating with Member Society Historians, supporting the Historian General, and supervising staff to ensure accuracy, efficiency, and high-quality service.

Principal Duties and Responsibilities

- Manage and supervise Research Center staff.
- Oversee the application process in accordance with GSMD policies.
- Direct research services and library functions.
- Provide staff and contractor training as needed.
- Maintain consistent, professional communication with all stakeholders.
- Work with Member Society Historians.
- Collaborate with the Historian General to deliver genealogy training and address lineage-related questions.
- Oversee record retention, including digitization of applications and supporting documents.
- Manage and expand Research Services offerings.
- Perform additional duties as assigned by the Historian General and/or Executive Director.

Qualifications & Skills

- Proven experience managing teams.
- Strong knowledge of advanced genealogical methods.
- Proficiency with business and genealogy software applications.
- Excellent interpersonal, written, and verbal communication skills.
- Highly organized, with the ability to prioritize and multitask effectively.
- Experience in nonprofit organizations and working with a Board of Directors preferred.

To apply: Send letter of interest and resume to: secretarygeneral@themayflowersociety.org

About The Mayflower Society

Founded in 1897, The Mayflower Society, or General Society of Mayflower Descendants (GSMD), is a 501(c)(3) non-profit organization with international headquarters in Plymouth, Massachusetts. GSMD is committed to research on the lineal descent of the Mayflower Pilgrims and education about the Pilgrims who traveled aboard the Mayflower in 1620.