



NACO HERITAGE ALLIANCE

JOB ANNOUNCEMENT:

Executive Director, Naco Heritage Alliance

The City of Bisbee and Naco Heritage Alliance seek a dynamic leader, fundraiser and relationship builder to serve as the organization's first paid Executive Director. The Executive Director will build on a successful foundation to ensure the future organizational health and prosperity of Naco Heritage Alliance and the preservation of Camp Naco.

ABOUT THE ORGANIZATION

Since its founding as a nonprofit organization in 2008, the Naco Heritage Alliance has played a major role in preserving Camp Naco. In 1919, during the Mexican Revolution, a permanent camp, named Camp Naco, was constructed by the US War Department's Mexican Border Defense Construction Project. Part of a 1,200-mile chain of thirty-five permanent military camps, Camp Naco was one of only two constructed of adobe. When the camps were decommissioned in 1923, most were deconstructed so that their materials could be used elsewhere, but Camp Naco, built of adobe, remained in place. As a result, it remains the only camp to retain its historic integrity today. The 16-acre Camp Naco site was listed on the National Register of Historic Places in 2012 and among America's 11 Most Endangered Places by the National Trust for Historic Preservation in 2022. For more information on Camp Naco and the Naco Heritage Alliance, visit <https://www.campnacoaz.org/>.

In 2022, funding was received by the City of Bisbee on behalf of Naco Heritage Alliance to rehabilitate Camp Naco, develop community programming, and plant the seeds for future growth. Today, plans are underway for the rehabilitation of Camp Naco, and for how the site can serve the local community. Efforts to build a strong organization to oversee and sustain Camp Naco include a recently appointed governing board of directors and hiring the organization's first Executive Director.

ABOUT THE ROLE

The Executive Director is the organization's public-facing leader who serves as the primary fundraiser and relationship builder for Naco Heritage Alliance, ensuring that the financial and human resources are in place to meet its mission. The Executive Director is also responsible for ensuring effective operations and programming. This

position is employed by the City of Bisbee and works through an agreement between the City and the Naco Heritage Alliance. The Executive Director works under the direction of a volunteer Board of Directors and supervises a small team of staff in Bisbee, Arizona. In the first year, the Executive Director will build strong operations and fundraising strategies to ensure the independent and sustainable functioning of Naco Heritage Alliance beyond the scope of current grant funding.

KEY RESPONSIBILITIES

1. Drive Fundraising & Revenue Growth in Partnership with the Board
 - a. Lead the development and implementation of the annual fundraising plan to support financial sustainability and growth.
 - b. Identify, cultivate, solicit, steward, and recognize donors, volunteers and partners.
 - c. Deliver compelling communications that increase understanding of Naco Heritage Alliance's mission and motivate support.
 - d. Identify new and potential grant opportunities, write proposals and submit timely reports.
 - e. Identify other opportunities for revenue generation that aligns with and supports the Naco Heritage Alliance mission.
2. Provide Strategic Leadership in Partnership with the Board
 - a. Collaborate with the Board of Directors to develop and implement a multi-year strategic plan.
 - b. Support the growth, development, and diversification of the Board of Directors.
3. Ensure Effective Operations & Programming
 - a. Manage organization within annual operating budget and identify opportunities for investment and efficiency.
 - b. Manage staff and volunteers by establishing clear expectations and providing oversight of and guidance around day-to-day operations.
 - c. Manage partnerships with municipalities, community partners, and other key constituents.
 - d. Develop effective systems and processes to strengthen programmatic, fundraising, financial, and administrative operations.
 - e. Maintain a strong sense of teamwork and foster a positive and productive working environment.
 - f. Manage conflicts and solve problems.
 - g. Identify and mitigate organizational risk.

REQUIRED QUALIFICATIONS, SKILLS & COMPETENCIES

- 5+ years nonprofit leadership and management experience
- Bachelor's degree or higher in a related field

- Demonstrated success in nonprofit fundraising, utilizing a variety of strategies including major and planned giving, grant writing, direct mail, special events and corporate sponsorship
- Experience working with volunteers and a nonprofit Board of Directors to engage and develop diverse personalities and skills to benefit the organization
- Excellent communicator (public speaking, presentation, and writing skills)
- Must possess a valid passport, or the ability to obtain one, allowing travel between the U.S. and Mexico

HIGHLY QUALIFIED CANDIDATES WILL ALSO DEMONSTRATE:

- Experience working in a multicultural setting and possessing high cultural competency
- Organization and planning skills
- Exceptional interpersonal skills and emotional intelligence
- Some Spanish language ability

WORK ENVIRONMENT

In-office work based in Bisbee, Arizona, with the opportunity for some remote work. Some travel throughout the state, nationwide, and Mexico required. Some weekend and evening hours.

SALARY AND BENEFITS

This is a full-time, paid position. Salary range is \$75,000-85,000 depending on experience. The City of Bisbee is proud to offer a high quality, competitive benefits package to employees and their eligible family members, including health, dental, vision, life insurance, Short and Long-term Disability, paid time off, Employee Assistance Program, and additional voluntary benefits. Retirement benefits are offered through the Arizona State Retirement System (learn more at azasrs.gov)

APPLICATION PROCESS

1. Interested candidates must apply through [Indeed here](#).
2. Please submit a resume and cover letter detailing your interest in Naco Heritage Alliance's mission and relevant experience. Applicants without a cover letter will not be considered. Applicants will be directed to complete two brief online assessments.
3. Applications will be reviewed as they are received. Apply by COB July 15, 2024 to ensure consideration.
4. Highly qualified candidates will be invited to participate in a screening interview before the end of July, followed by Zoom interviews with the Search Committee in August. Finalists will be invited to a site visit to Camp Naco (located in Naco, Arizona) in September. **We hope to extend an offer to our selected candidate by late September, 2024 and desire a start date on or before November 1, 2024.**

Reasonable accommodations will be made for those able to perform the essential functions of the job with or without accommodation. City of Bisbee is an equal employment opportunity employer