



NATIONAL ASSOCIATION OF TRIBAL HISTORIC PRESERVATION OFFICERS
P.O. Box 19189 • Washington, D.C. 20036-9189 • Phone: (202) 628-8476 • Fax: (202) 628-2241 • www.nathpo.org

NATHPO EXECUTIVE DIRECTOR JOB POSTING

ABOUT NATHPO:

Founded in 1998, NATHPO is a national, non-profit corporation comprised of Tribal Historic Preservation Officers and associate member tribes. NATHPO's overarching purpose is to support the preservation, maintenance and revitalization of the culture and traditions of Native peoples of the United States. This is accomplished most importantly through the support of Tribal Historic Preservation Programs approved by the National Park Service.

ABOUT THE POSITION:

The Executive Director (ED) is responsible for all aspects of NATHPO operations. The Executive Director provides leadership, direction, and overall management of NATHPO and its resources. This includes facilitating relationships and communication among all NATHPO members and associate members, THPOs, Tribes, Congress, the Administration, federal agencies, and private sector preservation organizations. The ED represents NATHPO members in Washington, DC and provides information, updates, partnership and training opportunities, and organizational strategies that support NATHPO's mission. Specific duties include, but are not limited to:

- Fundraising
- Grant-writing and grant management
- Organize and facilitate the Annual NATHPO Conference. Organizing and facilitating trainings, partnerships, and opportunities for members
- Attending and reporting on meetings with federal agencies, tribal organizations, and historic preservation partners
- Writing summaries and briefings for members on federal issues
- Networking with tribes, agencies, consultants
- Updating and maintaining the NATHPO website
- Responsible for managing all NATHPO budgets, accounts receivable and payable, responsible for ensuring compliance of NATHPO accounting policies and procedures
- Coordinating all aspects of the Memberships and Associate Memberships dues
- Attend NATHPO Board of Directors meetings, take minutes, assist the Board of Directors Chairperson with the agendas, and coordinate the elections

###

NATHPO is a not-for-profit membership association of tribal governments that are committed to preserving, rejuvenating, and improving the status of tribal cultures and cultural practices by supporting Native languages, arts, dances, music, oral traditions, cultural properties, tribal museums, tribal cultural centers, and tribal libraries.

REQUIREMENTS, EDUCATION, AND EXPERIENCE:

Education (bachelor's degree or higher preferred) and experience in a preservation-related field (Native American studies, anthropology, history, etc.). Minimum of ten years of responsibility in a leadership position with a tribe or Native American organization, with experience in a Tribal Cultural Resource or THPO program; former or current THPO strongly preferred. Knowledge of and experience with budgeting, grant writing and management, and staff oversight. Must have a solid knowledge of federal laws and statutes relating to historic preservation and Native America, including Section 106 of the National Historic Preservation Act, NAGPRA, ARPA, and the responsibilities and requirements of THPOs under NPS. Experience with and/or understanding of working for non-profit organizations preferred.

This position is full time and located in Washington, DC. Some travel is required. Salary DOE.

Indian preference applies.

For more information about NATHPO, please visit www.nathpo.org.

HOW TO APPLY:

Send your resume, cover letter detailing how you meet the requirements, education, and experience, and salary history to info@nathpo.org.

We expect the successful applicant will begin in January 2019, so applicants should apply as soon as possible.

###

NATHPO is a not-for-profit membership association of tribal governments that are committed to preserving, rejuvenating, and improving the status of tribal cultures and cultural practices by supporting Native languages, arts, dances, music, oral traditions, cultural properties, tribal museums, tribal cultural centers, and tribal libraries.