



Mission: The American Village Citizenship Trust serves the Nation as an educational institution whose mission is to strengthen and renew the foundations of American liberty and constitutional self-government by engaging and inspiring citizens and leaders, with a primary emphasis on programs for young people.

Goals: The Trust focuses on five central goals:

- Teach youth America's legacy of liberty and constitutional self-government
- Remember the price of liberty and honor those who have paid it
- Promote public knowledge and regard for the Constitution and America's Charters of Freedom
- Engage citizens and leaders in the stewardship of liberty
- Foster renewal of the American spirit of E Pluribus Unum ("from many, one")

Physical Location: 3727 Highway 119 Montevallo, Alabama 35115

Position Announcement: President/CEO
Announcement Release Date: March 2, 2022

The American Village Citizenship Trust is accepting letters of interest with stated salary expectations and resumes for the position of President and Chief Executive Officer. These will be accepted immediately until the position is filled; however, initial applicant screening begins April 12, 2022, and will continue until filled.

Submittals shall be addressed to:

American Village Citizenship Trust
Mr. Tom Walker / Mr. Alex Dudchock
P.O. Box 6
Montevallo, Alabama 35115

OR may be emailed to:

officersearch@americanvillage.org

All questions must be submitted in writing to officersearch@americanvillage.org.

JOB TITLE: President/CEO

REPORTS TO: Board of Trustees of the American Village Citizenship Trust

PREFERRED QUALIFICATIONS: Applicants shall possess a Master's Degree or equivalent with a minimum of ten years of post-graduate managerial and senior leadership experience requiring public presentations and significant oral and written communications with direct knowledge of both state and federal legislative processes with preferably a strong knowledge of American history, the Declaration of Independence, Constitution of the United States, and Bill of Rights.

POSITION SUMMARY: The President/CEO is responsible for the development and implementation of the public programs and services of the American Village Citizenship Trust.

SCOPE OF WORK: The President/CEO shall be thoroughly committed to the delivery of public programming and services consistent with the American Village Citizenship Trust mission, goals and objectives. The President/CEO must demonstrate proven leadership, coaching, and relationship management experience; unwavering commitment to quality programs and data-driven program evaluation. Organizational management will be demonstrated by the ability to coach staff, develop and manage personnel, set and achieve strategic objectives, and manage an annual budget. The President/CEO shall timely communicate with the Trustees and must consistently exhibit the ability to cultivate effective relationships with the Board Chair, Officers, Trustees, stakeholders and partners. This position requires an action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General Management and Leadership

1. Responsible for the delivery of the daily operations and the timely execution and implementation of policies, procedures and programming of the American Village.
2. Shall facilitate the development, implementation and administration of all services of the American Village in accordance with the educational goals and objectives to foster strong citizenship and knowledge of American history and the Declaration of Independence, Constitution, and Bill of Rights.
3. Ensures ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance, educational services and administration, fundraising, communications and systems; recommends timelines and resources needed to achieve strategic goals.
4. Leads, coaches, and works to develop and maintain an effective senior management team. Ensures effective systems to track progress, and regularly

evaluates financial and program components, so as to measure successes that can be effectively communicated.

5. Ability to multitask, and readily change between detailed assignments and broader strategic direction and initiatives of the institution.

Fiscal Management, Planning and Program Implementation

1. Supervises a CFO in the preparation and implementation of a comprehensive budget.
2. Supervises a Development Officer to maintain current and secure new funding sources. Expands revenue, explores and seeks to develop new funding sources, oversees the development of fundraising activities and reviews funding proposals to support existing program operations and regional expansions while simultaneously retiring building debt.
3. Designs and implements a plan for program refinement and/or expansions into new markets.
4. Supervises Education Officer for delivery of on-site and off-site high quality history, civics, character and leadership programs and initiatives.
5. Represents the American Village to communicate successful program results, public programming and services.

Personnel Management

1. Selects and supervises all leadership team members and ensures all programs and operations are delivered.
2. Approves staffing requirements for organizational management and program personnel.
3. Maintains an open and positive work environment for all employees through consistently and timely communicating the goals, objectives, performance expectations and priorities of staff.

External Relations

1. Establishes and maintains positive working relationships and collaborative arrangements with public and private stakeholders, state officials and legislators, funding sources and strives to keep a positive image for the agency through strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders.
2. Remains knowledgeable concerning state and federal policies, programs, legislations and regulations affecting the operation and funding of the American Village, assuring its operation remains in compliance with all.
3. Maintains close liaison with officials of institutions with which the American

Village contracts and with which it has cooperative arrangements for the performance of related functions.

4. Performs public relations functions related to explanation and enhancement of the programs; represents the agency on state, local and federal levels.
5. Builds partnerships in new markets by building and maintaining relationships.

Communications

1. Exhibits a passionate commitment to the ideals of America's founding and its three Charters of Freedom—*Declaration of Independence, Constitution, and Bill of Rights*--as a highly relevant and essential component of a contemporary American education; inherent in this qualification is that the successful candidate is conversant with and can communicate positively these ideals.
2. Strong written and verbal communication skills are required; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
3. Refines all aspects of communications through independent research and external relations with the goal of maintaining and strengthening all American Village programs and services.
4. Exhibits the ability to work effectively in collaboration with diverse groups.

Relations & Communications

1. Develop and execute contracts or agreements that continue or enhance the goals and objectives of the American Village.
2. Provides accurate and timely information to the Trustees.
3. Develops, maintains, and supports the Board of Trustees, and seeks and to engage Trustees involvement in strategic actions, programs and services.
4. Supervises Communications Officer and communications strategies.

Founder and President Emeritus

1. Maintains and promotes ongoing positive communications and cooperation with the Founder and President Emeritus.
2. Seeks counsel from the same as needed.
3. Provide some periodic forum for communications with and between the President and the President Emeritus/Founder.

Leadership Team:

- President/CEO
- Chief of Staff/Village Operations Officer *
- Chief Financial Officer *
- Communications Officer *
- Education Officer *
- Development Officer *

** The President/CEO appoints these leadership team members*

The American Village offers a competitive salary with excellent benefits, including Blue Cross health insurance (LGHIP), defined benefit retirement plan administered through State of Alabama (RSA), paid leave (vacation and medical), and paid holidays. The American Village Citizenship Trust is an equal opportunity employer.