

**Deputy Executive Officer
American Village Citizenship Trust**

**Mailing Address: P. O. Box 6
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Montevallo, AL 35115**

www.americanvillage.org

Invitation and Opportunity

The American Village Citizenship Trust is a 501(c)(3) non-profit non-partisan educational institution located on a 188-acre campus in the center of the Southeastern United States, just south of Birmingham, AL. Applications and Nominations are being received for the position of:

Deputy Executive Officer

The mission of the American Village is to strengthen and renew the foundations of American liberty and constitutional self-government through school and youth programs, general visitor programs and special events. The Village is also planning a national outreach initiative leading up to the July 4, 2026 250th anniversary of American Independence.

The American Village marked the 20th anniversary of its dedication on November 30, 2019, and will formally celebrate the occasion on Washington's Birthday (observed), Monday, February 17, 2020. Since its opening, it has engaged over 750,000 K-12 students from Southeastern states in highly-acclaimed American history and civic education programs.

About the Community

Montevallo is located a half hour south of Birmingham in Shelby County, one of the fastest growing counties in Alabama with a population of just over 213,000. The County boasts excellent schools, access to many cultural amenities, and is about three hours from beautiful Gulf Coast beaches and about an hour to the Appalachian foothills, with numerous inland lakes, parks and venues offering many recreational and sports opportunities. Birmingham is also the home of UAB Medical Center, a national leader in many medical specialties with excellent facilities and world-renowned doctors.

Montevallo is also home to the University of Montevallo (formerly Alabama College), Alabama's public liberal arts university, one of eight "public ivy's" in the Nation originally founded to serve female students; all are now coeducational. The community offers a "small town" feel, but with access to a host of educational and other opportunities and amenities in Shelby County and the surrounding Greater Birmingham-Hoover Metropolitan area.

About the Position

The Deputy Executive Officer will report to the President (who also is the Founder and Chief Executive Officer). There are three broad areas of responsibility: (1) supervising daily campus operations, (2) serving as a strategic advisor to the President; and (3) occasional representation of the President to internal and external constituencies.

Specific Responsibilities

1. Supervise staff officers in developing, monitoring, and attaining operational objectives in the areas of school and educational programs, historical interpretation, veterans, public and special programs (including the Veterans Register of Honor), retail sales and private events, and campus operations and security.
2. Serve as a passionate advocate and resourceful advisor, internally and externally as assigned, for the mission and goals of the American Village and the inclusion of American history and civics/government as an essential part of an American education, thereby helping prepare young people for meaningful participation as good citizens and leaders. This role includes extensive oral and written communications appropriate to audience, and at different times will include reports to the President, Board and other key constituencies.
3. Serve on the executive staff leadership team, respecting confidentiality and protocol, and offering cogent, insightful, and strategic insights to matters concerning the operations and advancement of the institution and its effectiveness.
4. Serve as a cooperative, positive colleague or peer with other staff members, supporting institutional advancement, special events, public programs, and behind-the-scenes responsibilities that are fundamental to all positions. This position performs other duties as assigned.

5. Serve as a confidential advisor to the President and representative of the President; lead and/or support designated committees, task forces, and initiatives.
6. Upon superior performance in this position, the incumbent may be deemed to be a viable candidate to succeed the President upon his retirement at a later date.

Essential Qualifications

1. A passionate commitment to the ideals of America's founding as a highly relevant and essential component of a contemporary American education; inherent in this qualification is that the successful candidate is conversant in and can communicate positively these ideals.
2. A college degree, preferably a graduate degree, from an accredited institution, in a highly relevant field of academic study, e.g., American history, government, or closely-related field.
3. Must be able to demonstrate superior organizational skills and exceptional formal and informal communications skills (written, oral, and through multi-media). It is important that the individual be an adept learner, with excellent listening and observational skills.
4. Ideally, the successful candidate will have had positive experience in working in a responsible position with another historical, educational, museum, or similar organization or enterprise.
5. The individual must be able easily to utilize common software suites (e.g., Microsoft Office), and ideally will have had experience in using financial and other data for performance assessment, unit budget management, etc.
6. Must be able to multi-task, and readily change between detailed assignments and broader strategic direction and initiatives of the institution.

Conditions Common to All Positions

The institution seeks to build good citizens. Therefore, its employees are expected to model good citizenship and personal integrity.

Candidates are subject to a background check for criminal convictions involving moral turpitude, and are also subject to passing a drug test verifying he/she is free of any illegal controlled substance(s).

Compensation and Benefits

Competitive compensation is negotiable and commensurate with experience and responsibilities. Benefits include:

- Generous personal leave time and medical leave
- Employer-provided health and disability insurance (details provided at interviews), and
- Defined-benefit retirement plan.

To Apply for this Position

1. Submit within a single PDF (NOTE!!! File size cannot exceed 9.9 MB), the following:
 - Your cover letter addressed to CEO Tom Walker introducing yourself and describing your interest in this position and the American Village
 - Your resume noting your education and your experience (including a chronology of employers and your position and responsibilities with each)
 - A separate page showing your salary history (and any current salary expectation or minimum requirement)
 - A separate page listing three professional references (we will not contact any reference prior to an interview and before doing so we will obtain your consent to contact any reference you identify)

2. IMPORTANT - Please name the PDF file using this protocol:

DEO (space) LAST NAME (space) FIRST NAME
(Example: "DEO DOE JANE")

Your software will likely add the PDF extension at the end:
DEO DOE JANE.PDF

3. Email the above PDF file to: **officersearch@americanvillage.org**

We will acknowledge receipt of your email application. We will keep you informed on the status of the search, and we therefore respectfully request no phone calls.

To Nominate an Individual for this Position

1. Submit a letter of nomination and recommendation of an individual. Please give as much information as possible, but at a minimum:
 - The name, mailing address and email address of the individual you are nominating
 - The primary reason(s) you feel this individual should be invited to apply and be considered
2. Mail to: Tom Walker, CEO, American Village, P. O. Box 6, Montevallo, AL 35115, or email: twalker@americanvillage.org .

Review of Applications

- Applications and Nominations will be received until the position is filled.
- Review of applications will begin on Friday, January 10, 2020, and will continue until the position is filled.

Questions Regarding this Announcement

- If you have questions regarding this announcement please email: officersearch@americanvillage.org .