



Napa County Landmarks

Executive Director Position Description

About the organization:

Napa County Landmarks, Inc. (NCL) is a 501(c)(3) non-profit historic preservation organization located at the Native Sons of the Golden West historic building in downtown Napa, CA. NCL is governed by a 12–15-member Board of Directors and is an active member of the California Preservation Foundation.

NCL is a member-based organization whose mission is devoted to promoting stewardship and awareness of the historic, cultural, and economic value of Napa’s built heritage by encouraging diverse audiences, embracing partnerships, and providing thought leadership throughout the community and beyond.

Our Mission

Napa County Landmarks fosters appreciation and preservation of historic buildings, sites and districts through education programs, public policy, research, and technical assistance.

Our Founding

Napa Landmarks was founded in 1974 by John Whitridge III along with a group of local citizens who were upset by the demolition of many of downtown Napa’s historic buildings. By the 1980s it was clear that the historic structures and landscapes up-valley needed protection as well, prompting Landmarks to expand its advocacy throughout the County. As the organization extended its geographical reach, its name was changed to Napa County Landmarks in 1986.

The Organization has:

- An energetic and committed Board
- \$3 million+ in assets
- Number of programs and Grants
- 4+ active committees comprised of board members and NCL members

Position Summary

NCL is looking for an Executive Director to lead the organization through its next phase of growth and evolution as it enters its 49th year of operation. This full-time, salaried position reports directly to the Board of Directors and is based at NCL’s offices with some flexibility.

NCL is seeking an experienced, entrepreneurial, and energetic leader to serve as the Executive Director who will expand its membership, funding base, has interest in preservation issues and can build capacity to protect and celebrate Napa’s rich history and diverse cultural heritage.



The individual will have overall strategic and operational responsibility for implementing NCL's mission and strategic plan, including fundraising, community engagement, operations, and programs.

Responsibilities

- 1. Board - Executive Partnership:** In collaboration with the Board and several Committees, develop, maintain, and support a strong and engaged Board of Directors; seek and build Board involvement with strategic plan implementation, relationship-building, and development; contribute to the creation of policy consistent with the organization's values, vision, mission, and strategic goals, and ensure policy implementation.
- 2. Community Engagement and outreach:** The Executive Director must be creative and passionate in his/her approach to preservation and be highly regarded by his/her peers. S/he must be able to articulate a strategic vision for the Organization and serves as the organization's spokesperson and ambassador to all constituencies, both external and internal, increasing awareness of NCL by clearly articulating our ambitious goals in all planning, fundraising, events and programs. Promote the profile of NCL in the local community and with local community leaders and government elected officials; develop and implement fundraising strategies; marshal public, private, foundation and corporate support for NCL operations, programs, and objectives. Promote inclusivity within and outside the organization; inspire and facilitate informed discourse, research, and scholarship.
- 3. Preservation and Advocacy (P & A):** The Executive Director will help define the future of this unique and exciting organization by creating multiple partnerships with Preservation and Historic organizations in the Napa Valley. Oversee and expand high-quality, innovative educational and advocacy programs for multiple audiences. Advocate for legislation and monitor governmental affairs affecting historic preservation and formulate positions, evaluate and respond on preservation issues of importance in collaboration with community organizations. Cultivate and maintain effective working relationships with community preservation groups, historic preservation organizations, agencies and tribes. Develop, coordinate and market NCL and its programs, projects, and events to promote historic preservation throughout the county of Napa, CA.
- 4. Fundraising and Development programs:** Work with the Board of Directors to develop and ensure implementation of long range and annual programs. To shape annual objectives, programs and long-term strategies, and lead their implementation; Create and administer programs that identify, protect, preserve and promote sites, buildings and structures that portray the history.



- 5. Finance and Investment:** Develop and implement budgets approved by the Board of Directors and monitor financial performance. Oversee the overall operation and maintenance of NCL's real assets. Ensures high quality financial management, presenting accountant's financial reports to board and Finance Committee, maintaining internal controls, and ensuring that organization follows all financial policies.

Desired Background and Qualifications

REQUIRED: At least five years of leadership/ management experience in Nonprofit sector. Proven track record in fundraising and organizational development. Excellent interpersonal, communication, and administrative skills. Established proficiency in program development/execution, financial management and community relations with the desire and ability to relate to diverse constituencies.

PREFERRED: Experience in Historic preservation and nonprofit sector. Achievement in philanthropy, grantmaking, conservation, advocacy, policy, law, and related fields is a plus. Basic understanding of community development, and property management. An advanced academic and/or professional degree, preferably in the field of Architecture, Architectural History, Art History, Engineering, Heritage Conservation, Urban Planning, etc.

- Broad-gauged interests, and the energy, enthusiasm, desire, and ability to manage multiple and multi-faceted projects simultaneously.
- Knowledge or serious interest in historic preservation.

Salary: The target salary for this position is \$115,000 - \$125,000 commensurate with experience.

Benefits: To be added

Classification: Full time; Exempt

Location: Napa, CA

Work Schedule: In office with some flexibility

Hiring Timeline: Applications will be accepted through June 30, 2023, seeking to fill the position by fall 2023.

Level of Language Proficiency

- English - Proficient
- Spanish - Conversational helpful

Equal Employment Opportunity

Napa County Landmarks does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non- merit factor.