



# PATRONATO SAN XAVIER

## **JOB ANNOUNCEMENT** **Executive Director** **Tucson / San Xavier District, Arizona**

### **About Patronato San Xavier**

Patronato San Xavier (PSX) is a nonprofit organization dedicated to preserving and protecting Mission San Xavier del Bac and its historic campus for future generations. Often called the “White Dove of the Desert,” Mission San Xavier del Bac is a nationally significant historic landmark, an active Roman Catholic parish, and a sacred spiritual and cultural site for the Tohono O’odham Nation and the community of Wa:k.

PSX works in close partnership with the Mission parish, the Diocese of Tucson, the Tohono O’odham Nation, preservation professionals, and the broader community to steward the Mission’s extraordinary architectural, artistic, and cultural heritage. The organization’s work balances rigorous historic preservation with deep respect for the Mission as a living church and community gathering place.



### **Position Summary**

The Executive Director serves as the chief executive and public representative of Patronato San Xavier, providing visionary, strategic, and operational leadership to advance PSX’s mission. Reporting to and working in close partnership with the Board of Directors, the Executive Director leads staff, ensures financial sustainability, oversees conservation and preservation efforts, and builds strong relationships with donors, partners, and community stakeholders.

This role is central to ensuring that PSX’s conservation, fundraising, and outreach efforts are aligned, sustainable, and grounded in cultural sensitivity and respect for the

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Mission's religious and historical significance. A particular focus of the position is building long-term organizational capacity to support the ongoing maintenance and preservation of the Mission's historic structures.

### **Key Responsibilities**

The Executive Director's responsibilities include, but are not limited to:

Organizational and strategic leadership, including articulating and stewarding a clear vision for PSX, leading and developing staff, and partnering with the Board on strategic planning and organizational performance.

Board relations and governance, serving as the primary staff liaison to the Board of Directors, supporting effective governance practices, and assisting with Board development and recruitment.

Financial leadership and oversight, including budgeting, financial planning, reporting, internal controls, and alignment of financial resources with conservation priorities and long-term maintenance goals.

Conservation and preservation stewardship, working closely with the Board's Conservation Committee and Director of Preservation to ensure that conservation planning, prioritization, and implementation meet professional standards and respect the Mission as an active religious and cultural site.

Fundraising and development, partnering with the Board and staff to implement annual and long-term fundraising strategies, cultivate and steward donors, expand planned giving and endowment support, pursue grants, and support signature events such as Christmas at San Xavier.

Community relations, outreach, and communications, serving as the public face of PSX; maintaining strong relationships with the Tohono O'odham Nation, Mission leadership, preservation partners, and other stakeholders; overseeing the Docent Program; and expanding PSX's visibility locally, statewide, and nationally.

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## Qualifications and Experience

The ideal candidate will bring:

- Senior leadership experience in a nonprofit organization, cultural institution, preservation organization, or related field.
- Demonstrated success in fundraising, donor cultivation, and grant development.
- Experience working effectively with Boards of Directors and supporting strong governance practices.
- Financial management experience, including budgeting and fiscal oversight.
- Excellent communication, relationship-building, and public-facing leadership skills.
- Knowledge of historic preservation or stewardship of culturally significant sites, preferred.
- Cultural humility and demonstrated experience working respectfully with Indigenous communities and/or faith-based institutions, strongly preferred.



### Why Tucson, Arizona

This position is based in the Tucson area, specifically within the San Xavier District of the Tohono O’odham Nation, offering a high quality of life in a region known for its natural beauty, cultural richness, and affordability. Tucson’s cost of living is roughly 25 percent lower than the national average, with housing costs significantly

below those of many comparable cities. Median home prices are often around \$324,000, making homeownership more accessible for buyers.

Tucson enjoys more than 286 days of sunshine each year and is surrounded by five mountain ranges, offering exceptional access to outdoor recreation, including hiking in Saguaro National Park, cycling, mountain biking, and even skiing within a short drive. The city’s warm, dry winters are particularly appealing, while its summers are balanced by easy access to higher elevation, monsoon season, and a strong culture of early-morning and evening activity.

The city is also recognized as the first UNESCO City of Gastronomy in the United States, with a vibrant culinary scene rooted in Sonoran and Mexican traditions, alongside a growing arts, music, and cultural landscape. Home to the University of Arizona, Tucson supports a diverse economy spanning healthcare, aerospace, defense, education, and technology. Despite steady growth, Tucson retains a relaxed,

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community-oriented feel that appeals to those seeking a balance of urban amenities and deep connection to place.

### **Work Environment and Compensation**

This position requires regular on-site presence in the Tucson area, with periodic evening and weekend work for Board meetings, events, and community engagements. The Executive Director is evaluated annually by the Board of Directors based on mutually agreed-upon goals and organizational performance.

The salary range for this position is \$105,000–\$125,000, commensurate with experience, and includes a competitive benefits package with health benefits and paid time off.

Patronato San Xavier is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

### **To Apply**

Send a cover letter and resume to: [leah@do-good-better.com](mailto:leah@do-good-better.com). In the email message, please put “PSX ED Application + YOUR LAST NAME”. All questions should be submitted to [leah@do-good-better.com](mailto:leah@do-good-better.com). **Please do not call or email the San Xavier Mission or Patronato San Xavier.**

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**Position Title:** Executive Director

**Organization:** Patronato San Xavier (PSX)

### **Position Summary**

The Executive Director (ED) serves as the chief executive and public representative of Patronato San Xavier, providing visionary, strategic, and operational leadership to advance the organization's mission to preserve and protect Mission San Xavier del Bac and its historic campus. Mission San Xavier del Bac is located on the lands of the Tohono O'odham Nation, in the village of Wa:k, approximately nine miles south of downtown Tucson, Arizona. Constructed more than 200 years ago, the 18th-century mission church remains a central cultural and spiritual landmark.

Working in close partnership with the Board of Directors, staff, and key community partners—including the Tohono O'odham Nation, the community of Wa:k, San Xavier Mission Roman Catholic Parish, and the Diocese of Tucson—the Executive Director ensures that PSX's conservation, fundraising, and outreach efforts are aligned, sustainable, and grounded in respect for the Mission as a living church and sacred site.

The Executive Director is responsible for organizational leadership, oversight of a (currently) four-person staff, financial sustainability, conservation stewardship, fundraising, and community engagement, with a particular emphasis on building long-term capacity for ongoing maintenance and preservation of the Mission's historic structures.

### **Key Responsibilities**

#### ***Organizational & Strategic Leadership***

- Articulate and steward a clear vision for PSX that advances its mission, values, and long-term strategic goals.
- Lead, support, and develop staff to ensure effective operations and a collaborative, mission-driven culture.
- Work in partnership with the Board of Directors to guide strategic planning, goal-setting, and organizational performance.
- Ensure that PSX's work reflects cultural sensitivity, historical integrity, and respect for the Mission's cultural significance and religious function.
- Build organizational resources, capacity, and sustainability

#### ***Board Relations & Governance***

- Serve as the primary staff liaison to the Board of Directors.
- Provide timely, accurate, and relevant information to support informed Board decision-making.
- Collaborate with the Board President to plan meeting agendas and schedules; attend and support all Board meetings.
- Work closely with the Governance Committee to uphold best practices in nonprofit governance.
- Support Board recruitment and development to ensure a diverse, skilled, and engaged Board aligned with PSX's needs.

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### ***Financial Leadership & Oversight***

- Provide overall financial leadership to ensure the fiscal health and sustainability of the organization.
- Oversee the work of the bookkeeper, ensuring accurate financial records, effective internal controls, and timely financial reporting in support of organizational decision-making.
- Oversee budgeting, financial planning, reporting, and internal controls.
- Ensure adherence to Generally Accepted Accounting Principles (GAAP) and applicable regulatory requirements.
- Work with the Board to align financial resources with conservation priorities and long-term maintenance goals.

### ***Conservation & Preservation Stewardship***

- Work in close collaboration with the Board's Conservation Committee and the Director of Preservation.
- Ensure that PSX's Conservation Plan remains current, strategic, and responsive to site needs.  
Guide the prioritization of conservation projects using a systematic, transparent approach, with emphasis on public safety, structural integrity, and historic preservation standards.  
Ensure that conservation work respects the Mission's role as a culturally significant, active religious site and community landmark.
- Provide site-level leadership related to tourism and visitor management, balancing public access with preservation, safety, and the Mission's religious function.
- Leverage preservation and conservation projects to facilitate training, workforce development, and educational opportunities aligned with PSX's mission and community partnerships.

### ***Fundraising & Development***

- Oversee and collaborate with the Development Director to create and implement annual and long-term fundraising strategies.
- Cultivate, steward, and expand relationships with donors and funders.
- Oversee efforts to grow planned giving and strengthen PSX's permanent endowment.
- Support the identification and pursuit of grant opportunities aligned with PSX's mission; oversee proposal development and reporting.
- Oversee the planning and execution of fundraising events, including PSX's signature event, *Christmas at San Xavier*.

### ***Community Relations, Outreach & Communications***

- Serve as the public face and spokesperson for Patronato San Xavier.
- Build and maintain strong relationships with key partners, including:
  - The Tohono O'odham Nation and the community of Wa:k
  - San Xavier Mission Parish and the Diocese of Tucson
  - Preservation organizations and the State Historic Preservation Office

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- o Local, regional, and national stakeholders connected to historic preservation and cultural heritage
- Oversee the development and implementation of the PSX Docent Program as a critical education, engagement, and donor pipeline.
- Oversee the development and implementation of a comprehensive communications strategy that supports awareness, advocacy, and fundraising.
- Expand PSX's visibility and support beyond Southern Arizona to statewide and national audiences.

### **Qualifications & Experience**

- Knowledge of historic preservation, conservation, or stewardship of culturally significant sites strongly preferred.
- Senior leadership experience in a nonprofit, cultural institution, preservation organization, or related field.
- Education, expertise, and/or professional experience in cultural heritage conservation and historic preservation.
- Proven financial management experience, including budgeting, forecasting, and fiscal oversight.
- Demonstrated success in fundraising, donor cultivation, and grant development.
- Experience working effectively with Boards of Directors.
- Strong communication, relationship-building, and public-facing leadership skills.
- Cultural humility and demonstrated experience working respectfully with Indigenous communities and faith-based institutions strongly preferred.

### **Work Environment & Expectations**

- This position is based in the Tucson/San Xavier area and requires regular on-site presence.
- Evening and weekend work is required periodically for Board meetings, events, and community engagements.
- The Executive Director is evaluated annually by the Board of Directors based on a mutually agreed-upon performance plan.

### **Compensation & Benefits**

- Salary range: \$105,000–\$125,000, commensurate with experience.
- Competitive benefits package, including health benefits and paid time off.
- Moving stipend?

*This job description is intended to describe the general nature and level of work performed and may be adjusted to meet the evolving needs of Patronato San Xavier.*

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