

ANHA Executive Assistant: Position Description and RFP

The Alliance of National Heritage Areas (ANHA) seeks the professional contractual services of part-time executive-level assistance to support a variety of activities for this trade association and voluntary advocacy organization.

Background

ANHA is a longstanding, 20-year old non-profit organization representing the vast majority of 55 Congressionally-designated National Heritage Areas for the purposes of professional development, sharing of best-practices, and joint advocacy at the federal level. The organization has traditionally been purely voluntary, but the pace of NHA growth and complexity and urgency of policy and legislative issues require a higher level of administrative, fiscal and executive support. ANHA annual budget approximates \$100,000. ANHA also has a subordinate organization called Heritage Development Program (HDP), which undertakes technical and research studies. The amount of HDP grant funds has previously exceeded \$100,000 annually but has declined in recent years, and little fiscal activity is expected in 2020..

The annual budgeted amount for this independent contractor position is \$36,000, based on approximately 1,000 hours at \$36/hour. The number of hours worked per month may vary widely based on the demands of the organization. The amount expended will be based on the number of hours worked and billed. The contract will be for a one year period beginning December 1, 2019 through December 1, 2020. A one year contract extension will be at the options of ANHA and by mutual agreement of the parties.

Position

The key responsibilities include but are not limited to :

- Provide administrative support for the officers of the Board, including development of draft monthly Board agendas and minutes.
- Assist Officers and Advocacy Committee in preparation of legislative policy initiatives, response to Congressional inquiries, and hearing testimony.
- Provide oversight and management of the ANHA website

- · Maintain an inventory of ANHA key documents, including By-Laws, Audits, and research projects.

- Provide bookkeeping services, monthly accounting reports including expense and revenues; monitor payment of member pledges; oversee bi-annual audits; and assist the Treasurer and Finance Committee in preparation of annual budgets.

*A general working knowledge of how NHAs operate as well as of the history and workings of the ANHA

*Assist the officers and committee chairs in all matters related to Annual Meeting in Washington, DC in February

Timetable/ Submission

The organization will receive submittals from October 22, 2019 through Noon (EST) November 15, 2019. and should be sent to ANHA Treasurer at Charles.Flynn@Yumaaz.gov with a letter stating the candidate's or organization's qualifications for the work. All members of ANHA are welcome to propose and encourage candidates who have some association with an ANHA member. The Alliance also encourages creative and cost-effective alternative approaches to this RFP, including such things as joint ventures and sub-contracting for specific elements.

A decision will be reached by the ANHA Officers in consultation with the Finance Committee and announced at the November 22nd monthly meeting/conference call.

This position will require a considerable amount of time immediately in relation to both annual dues issuance and tracking as well in preparation of the February 2020 Annual meeting in Washington DC at which the contractor will be expected to attend.