



Archaeology Southwest

VP of Finance & Operations
Position Announcement

📍 Tucson, AZ



About Archaeology Southwest



Founded in 1989, Archaeology Southwest is a private 501(c)(3) nonprofit organization based in Tucson, Arizona, on the homelands of the Tohono O'odham Nation and the Pascua Yaqui Tribe. We are privileged to work across the US Southwest and into northwestern Mexico on the Lands and Territories of many Indigenous Tribes and descendant communities.

We practice Preservation Archaeology, a holistic and conservation-based approach to exploring and protecting heritage places while also honoring the diverse values these places hold for people. We gather information, help make it accessible and understandable, share it with the public and decision-makers, advocate for landscape-scale protection, and co-steward heritage preserves with people who share interests in their conservation.

We are committed to real and ongoing collaboration with Tribes in all areas of our work. Because of Indigenous Peoples' loss or limited physical and interpretive control over their Lands and heritage places, there are deep disconnects between Indigenous descendants with ties to those places and what is said about those places. This is also true for what is said about how those places are or should be managed and protected.

To help address these disconnects, Archaeology Southwest is transforming our work. To ensure Tribal engagement and co-creation, we increasingly share power and benefits equitably with Indigenous nations and descendant communities in all our activities. Archaeology Southwest cannot merely consult on terms we set; we must co-create those terms of engagement with Indigenous nations and descendant communities.



Position Summary

The Vice President of Finance and Operations at our nonprofit organization is pivotal in steering both financial and operational strategies. This role demands a multifaceted leader capable of wearing multiple hats—managing day-to-day financial activities, and streamlining operations. The VP will ensure that financial systems are modernized and operational procedures are optimized to support the organization’s mission and objectives effectively.

Responsibilities include overseeing financial management and enhancing operational efficiencies. The Vice President will work closely with other senior leaders to ensure that strategic initiatives are implemented successfully across all departments. This position reports directly to the President and oversees a diverse team, ensuring that all activities are executed in accordance with the organization's policies and vision. The role is based in our main office, located in the heart of Tucson, Arizona.

Position Opportunity

Our nonprofit stands at a transformative juncture, the incoming Vice President of Finance and Operations will lead these efforts at a time when our organization is poised to make significant impacts in the community.

The VP will have the unique opportunity to revamp our financial and operational systems, introducing efficiencies that will benefit not only the organization but also the communities we serve. By fostering a culture of transparency, accountability, and continuous improvement, the VP will play a crucial role in ensuring that our organization remains financially sound and operationally robust. This position offers the chance to significantly influence the future direction of our nonprofit, making it an ideal role for a visionary leader passionate about driving change and achieving excellence in the nonprofit sector.



Key Duties & Responsibilities

Financial Management

- **Fund Accounting Management:** Oversee the management of 60-70 restricted funds, ensuring compliance with donor restrictions and accurate reporting for grants and project funds.
- **Change Management in Finance:** Lead the change management process as the organization modernizes its financial and operational systems, guiding staff through transitions and ensuring a smooth implementation.
- **Complex Funding Oversight:** Manage and reconcile multiple revenue sources, including federal and private grants, donations, contracts, and earned revenue streams.
- **Process Automation:** Implement tools for electronic expense approvals, timesheet tracking, and other digital process improvements to streamline operations.
- **Collaborative Financial Leadership:** Provide strategic financial oversight to help the Senior Leadership Team (SLT) understand complex financial realities, enabling informed decision-making and alignment with long-term goals.
- **Property and Asset Management:** Supervise financial aspects of property management, including vendor relationships and tenant-related expenses, ensuring cost-effective management of organizational assets.

Human Resources, Technology, and Administration

- **Strategic HR Leadership:** Support the development and implementation of HR policies and employee development programs in collaboration with Senior Leadership Team, ensuring alignment with organizational goals and compliance with nonprofit regulations.
- **Process Improvement in HR and Admin:** Streamline HR and administrative processes using modern digital tools and best practices to improve operational efficiency and staff satisfaction.

Supervisory Responsibilities

- **Leadership Development and Mentorship:** Mentor and guide the Operations and Finance Manager, encouraging professional growth and ensuring the successful implementation of financial and operational strategies.
- **Cross-Departmental Collaboration:** Work closely with department heads (VP of Research, VP of Communications and Outreach, VP of Philanthropy, and VP of Preservation and Collaboration) to ensure smooth coordination across departments.

Other Duties

- **Sense of Humor and Positive Energy:** Bring a sense of humor and a fun, approachable demeanor to the team, helping to create a positive, enjoyable work environment while balancing the seriousness of financial and operational responsibilities.
- **Board Communication and Support:** Lead communication with the Board's Internal Affairs Committee, ensuring clear, detailed, and accurate financial reports and operational updates are delivered quarterly.
- **Leadership Transition Support:** Play a key role in supporting the organization through leadership transitions, providing financial and operational stability during periods of change.



Required Qualifications

- **Advanced Nonprofit Fund Accounting Expertise:** Minimum of 7 years of experience managing complex nonprofit financial systems, including restricted funds, grant accounting, and cost centers.
- **Experience with Digital Financial Systems:** Proven proficiency in modern nonprofit accounting software (e.g., Fund EZ, Every Action) and the ability to lead the organization through a transition to digital financial systems.
- **Change Management Leadership:** Demonstrated experience in leading organizational or financial system changes, including the implementation of process automation, new technologies, and modern financial practices.
- **HR and Operational Oversight:** Experience managing or collaborating on HR and administrative functions, including staff relations, onboarding, compliance, and professional development, ideally within a mid-sized nonprofit.
- **Strategic Collaboration Skills:** Strong communication, project management, and leadership skills with a proven ability to work collaboratively across departments and with senior leadership teams.
- **Financial Reporting and Compliance Expertise:** Extensive experience preparing and analyzing complex financial reports for foundations, grants, and donor-restricted funds, ensuring compliance with all relevant financial regulations.
- **Empathy and Diplomacy in Leadership:** Ability to lead with empathy, when working with staff ensuring alignment between long-standing team members and new operational changes.
- **Preferred:** Interest in archaeology, historical preservation, or landscape conservation, enhancing the ability to align financial and operational strategies with the organization's mission and values.



About Tucson

Tucson's remarkable weather, national parks and forests, and desert provide an idyllic environment for a multitude of outdoor activities. There are 286 days of sunshine a year and mountain ranges in all directions making it 5 to 10 degrees cooler than Phoenix in the summer. Tucson has an impressive food scene—it was the first city to earn the designation of World City of Gastronomy by the United Nations Educational, Scientific, and Cultural Organization (UNESCO). The city's rich history also shows in our turn-of-the-century architecture, beautiful historic neighborhoods, and museums/galleries featuring work by world-renowned artists. Our offices in a historic building downtown are an easy walk from many restaurants, concert venues, and other public spaces and close to the city's network of cycling paths. We are also close to the University of Arizona, which has its own share of museums and attractions. The neighborhoods in Tucson are diverse and ever-changing. Tucson and the surrounding communities observe low light pollution rules, meaning evenings are crystal clear and you can see the stars clearly from your own back yard. The city with a small-town feel allows for a low stress, laid-back lifestyle.



Compensation and Benefits

The VP of Finance and Administration role is a full-time position based in Tucson, Arizona. A full benefits package is offered, including employer-paid group life insurance, short and long-term disability, paid time off (200 hours with additional hours each year), health insurance, free employee vision plan, optional dental plan (50% subsidized), 401k plan with 20% employer match, and an annual professional development budget.

Alongside a generous benefits package, we offer a compensation package that reflects your skills and experience. This role also offers a unique opportunity to align your career with your passion, while being rewarded for your expertise and leadership.

Equal Opportunity Statement

Archaeology Southwest is an Equal Opportunity Employer and will consider all applicants for employment and all employees for placement, job assignments, transfers, promotions, and any other status change without regard to race, color, religion, creed, gender, gender expression, age, national origin, ancestry, disability, marital status, sexual orientation, economic circumstances, criminal convictions, or military status.

To Apply

Archaeology Southwest has retained the services of ThinkingAhead Executive Search. Please submit your resume and expression of interest to Jessica Martinez, Partner, at jmartinez@thinkingahead.com.



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