



THE HOPI FOUNDATION

Lomasumi'nangwtukwsiwmani

"Strengthening Communities through Collaborative Actions"

Program Director (Full-Time; 40 hours/ week)

The Hopi Foundation
Kykotsmovi, AZ

ABOUT THE HOPI FOUNDATION

The Hopi Foundation was founded in 1985 and incorporated under the State of Arizona as a 501(c)3 non-profit organization in 1987. Our basic mission is to **Help People Help Themselves**. The Hopi word **Lomasumi'nangwtukwsiwmani** signifies the process of furthering unity of aspiration blossoming into full maturity over time. We believe in attending to the community in which we live and to the skills of our people.

Since its inception, The Hopi Foundation (HF) has grown to encompass a variety of community-based programs and initiatives. With its office located on the Hopi reservation The Hopi Foundation serves a wide range of individuals and organizations.

POSITION SUMMARY

The Program Director (PD) is a key member of the senior management team and has primary responsibility for management and oversight of The Hopi Foundation's public programs and services. The PD works with HF administrative management teams to assist with designing and implementing The Hopi Foundation's communication strategy and for carrying out long-term strategic planning, resource development, and monitoring of short-term projects and goals. The PD works collaboratively with HF's management teams to ensure quality daily operations and may be delegated additional management responsibilities by the Executive Director. The PD also supervises the Associate Program Director and the Data Manager positions. The Program Director reports and is accountable to The Hopi Foundation's Executive Director.

DUTIES AND RESPONSIBILITIES

MANAGEMENT FUNCTIONS: (50% Administrative; 40% Development; 10% Programming)

Operations Management Support:

- Assist in the development of organization policies and procedures to support efficient operating, administrative, and financial practices of The Hopi Foundation and its Programs.
- Assist with the implementation of general operations for Program Managers and their site locations as needed and coordinate with administrative teams to ensure safety and risk management, IT and equipment, and general capacity needs of operations are addressed in a timely manner.

- Assist in reporting, reviewing and making recommendations to the Executive Director on program-specific contracts and legal agreements that obligate The Hopi Foundation and its programs.
- Serve on internal program planning and development teams as assigned by the Executive Director.

Human Resource Management Support:

- Manage and supervise the Associate Program Manager and all Program Managers by providing development support, strategic direction, and supervisory leadership.
- Make recommendations and assist with coordination of new employee hiring, orientation, and change of status processes in accordance to the Hopi Foundation Personnel Policies and Procedures.
- Perform timesheet and payroll functions to assist the Finance Office in tracking staff leave accrual balances for HF and Program staff. Includes reviewing timesheets, approving timesheets and leave requests.
- Assists the Foundation in the recruitment and retention of program staff.
- Work with Executive Director, Operations Director and Controller to develop/review compensation strategies for team, bonus payout recommendations and any other equity related programs.

Financial Management Support:

- Review and approve Program expenditures and travel requests to ensure availability and proper designation of funds in the current year approved operating budgets with adherence to HF Financial Policies and Procedures.
- Assist the Finance team with training and implementation of annual program budget development, budget modifications, track expenditures, and maintain overall budget oversight.
- Ensure Program Managers complete financial tasks on a timely basis. Includes credit card purchases/reconciliations, payments, travel requests and all required reporting.
- Ensure Programs track and report to grant making institutions in a timely manner, assisting with determining any changes to the scope of the grant agreements such as no-cost extensions, modifications to the budget or outcomes.

Programming Support:

- Meet regularly with Program Managers, consultants, interns and volunteers to ensure project deliverables are being met and tasks and priorities are consistent with Program objectives.
- Assist Program Managers with the development and implementation of data tools required to track and measure impact among all program impact areas.
- Participate in Community Advisory Board and staff meetings for all Programs.
- Facilitate transition planning to develop strong and collaborative teams among program staff whenever significant staff or operating changes occurs.
- Assist the Administrative teams in coordinating and/or facilitate capacity building training in areas human resources, fundraising and development, planning, evaluation and operations.

RESOURCE DEVELOPMENT:

- Work collaboratively with the Development team and Program Managers to develop/review financial strategies for Program sustainability, capacity building, and growth.

- Monitor and assist Programs with implementing strategic planning and development activities on a continual basis.
- Assist with project-based fundraising through research, proposal development, and monitoring of grant compliance and reporting in accordance with HF grant-seeking procedures.
- Assist in leveraging in-kind support from community and government services for project-based activities.
- Serve on internal program planning and development committees as assigned by the Program Director.

REPORTING:

- Meet regularly with the Program Director to report on program operations and activities and report updates and planning needs.
- Prepare written quarterly reports on key tasks and projects for the Executive Director and HF Board of Trustees (BOT).
- Attend meetings of the HF BOT, Administrative Team, Program Manager, and CAB meetings to represent the Hopi Foundation Administration and provide updates on project-related development and activities.

COMMUNICATIONS:

- Serve as a spokesperson, when assigned, to communicate with media and public about The Hopi Foundation and its Programs.
- Assist with design and implementation of effective communications strategies with Program Managers.
- Assist in the planning and development of HF's bi-annual newsletter content related Program events and activities.
- Ensure that The Hopi Foundation makes use of emerging technology to engage and educate members and other donors committed to community-based philanthropy.
- Represent the Hopi Foundation as delegated.

SPECIAL EVENTS/OTHER:

- Support and assist event planning for all Program activities and development related events.
- Attend and participate in all Hopi Foundation events.
- Perform other duties assigned and assist with special projects as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent written and verbal communication skills, and relationship-building skills to interact with a diverse group of people;
- Ability to handle HR related matters with sensitivity and maturity;
- Strong program development and time management skills, financial and supervisory skills are preferred;
- High level of organization, accountability, reliability and self-motivation required;
- Experience and knowledge in at least one or more of the following: social justice, community organizing, community development, education and outreach, capacity building, and/or nonprofit management;


- Moderate to high level of familiarity with Microsoft Office Suite, internet research/applications, and other types of online media tools. Computer and internet skills are necessary to complete tasks and communicate with projects that are remotely located.
- Ability to maintain confidentiality in all organization and program aspects;
- Have knowledge and/or experience with The Hopi Foundation and its culture and community.

MINIMUM QUALIFICATIONS REQUIRED

- At least five (5) years management and supervision experience; and
- An Associate's or Bachelor's Degree; or
- Any equivalent combination of education, training, skill and experience which demonstrates the ability to perform the duties of the position.

NECESSARY SPECIAL REQUIREMENTS

- Must possess a valid driver's license;
- Must have no felony or misdemeanor convictions within the past 5 years;
- Background investigation and fingerprinting may be required;
- Use of personally-owned vehicle (POV) may be required to carry out job related tasks.

Approved: , Executive Director Date: July 28, 2022