



## **Associate Program Director (1.0FTE, full-time position)**

*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 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 Associate Program Director (APD) is a key member of the senior management team and has primary responsibility for management and oversight of The Hopi Foundation public programs and services. The ADP works with the 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 APD works collaboratively with The Hopi Foundation's senior management team to ensure effective daily operations and may take on delegation of duties when the Program Director is unavailable. The APD reports to and is accountable to The Hopi Foundation's Program Director.

### **DUTIES AND RESPONSIBILITIES:**

**MANAGEMENT AND HUMAN RESOURCES:**

**PROGRAM SUPPORT:**

- Manage and supervise Hopi Foundation Programs by providing clear and consistent communication, support, direction, and leadership to Managers.
- Assist Program Managers with annual program budget development, budget modifications, track expenditures, and maintain overall budget oversight.
- Support the Hopi Foundation in ensuring that Program Managers adhere to organizational policies and practices.
- Support the Operations Director and the financial management team in ensuring that Program Managers complete financial tasks on a timely basis, including credit card purchases/reconciliations, payments, travel requests and all required reporting.
- Assist in drafting grant proposals and reports in a timely manner to grant making institutions ensuring appropriate staff members are involved and all organizational deadlines are met.
- Work collaboratively with the Executive Director, Operations Director and Program Managers to develop and fund programs and services.

- 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 areas.
- Review and make recommendations on contracts and legal agreements that obligate The Hopi Foundation and/or its Projects for final approval and signature by the Executive Director.
- Participate in Community Advisory Board and staff meetings for all Programs when possible.

#### RESOURCE DEVELOPMENT:

- Assist The Hopi Foundation's with coordination and training for Program Managers and staff in program capacity building strategies;
- Work with the Executive Director and financial management staff 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.
- Assist in leveraging support from community and government services for project-based activities.

#### REPORTING:

- Meet regularly with the Executive Director to report on program operations and activities.
- Prepare written quarterly reports on key tasks and projects for the Executive Director, HF Board of Trustees (BOT) and grant making institutions.
- Attend meetings of the HF BOT, Resource Development Team, and other partner meetings to provide updates on project-related development and activities.

#### COMMUNICATIONS:

- Assist with design and implementation of effective communications strategies with Program Managers.
- Assist the Marketing Manager in the planning and development of HF Marketing strategies and products for distribution on content related to 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.
- Serve as a spokesperson, when assigned, to communicate with media and public about The Hopi Foundation and its Programs.

#### 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.

#### QUALIFICATIONS:

The ideal candidate will possess strong membership development and communications skills and have a demonstrated commitment to cultural education, economic and social justice. S/he will have extensive experience in and knowledge of philanthropy, community development, community organizing and an interest in furthering The Hopi Foundation's mission. Specific qualifications include:

1. Experience in at least one, and knowledge of all, of the following:

- Community organizing, education, and capacity building.
  - Philanthropic and/or nonprofit management.
2. Demonstrated commitment to cultural education, economic and social justice.
  3. Excellent relationship building skills and an ability to interact with a diverse group of people.
  4. Strong administrative and financial management skills, with an attention to detail.
  5. Experience in developing and carrying out effective communications strategies, with particular expertise in the application of new technologies.
  6. A proactive but respectful work style and experience working in a diverse, multi-cultural and team-oriented environment.

#### **MINIMUM QUALIFICATIONS REQUIRED**

- At least six (6) years management and supervision experience.
- A Master's or Bachelor's Degree in business, administration, social sciences or human resources management.
- Any equivalent combination of the above or 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: 8/1/2022