



## **Associate Operations 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:**

A key member of the senior management team, the Associate Operations Director (AOD) has primary responsibility assisting the Operations Director (OD) in their management and oversight of The Hopi Foundation's physical and human resource assets. Working with the OD, the AOD will assist with designing and implementing The Hopi Foundation's operations strategy and for carrying out long-term and short-term organizational goals for daily, monthly and annual operations. The AOD works collaboratively with The Hopi Foundation's senior management team to ensure effective daily operations and may take on delegation of duties when the OD is unavailable. The AOD reports to and is accountable to The Hopi Foundation's Operations Director.

### **SPECIFIC RESPONSIBILITIES:**

#### **MANAGEMENT AND HUMAN RESOURCES:**

- Supports and implements day-to-day operations.
- Assists the Executive Director in the recruitment and assessment of staff and helps facilitate a strong and collaborative team.
- Assist with developing HR policies and procedures as needed for the foundation.
- Coordinate and/or oversee staff-related status changes for HF programs, and new employee hiring/orientation processes.
- Work with Executive Director, Operations Director and Controller to develop/review compensation strategies for team, bonus payout recommendations and any other equity related programs.

#### **PROGRAM SUPPORT:**

- Support the OD when s/he is not available to manage and supervise staff by providing clear and consistent communication, support, direction, and leadership.

- Support the Hopi Foundation in ensuring that all employees adhere to organizational policies and practices.
- Support the Financial Department in ensuring that financial tasks are completed on a timely basis, including credit card purchases/reconciliations, payments, travel requests and all required reporting.
- Assist in ensuring grant proposals and reports are made in a timely manner to grant making institutions and ensuring appropriate staff members are involved and all organizational deadlines are met.
- Participate and support management team members to ensure operating deliverables are being met and tasks and priorities are consistent with the organization's objectives.
- Assist the OD in reviewing and making 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 as needed in Community Advisory Board and program-level staff meetings when requested.

Supervise temporary or part time project staff as directed by the Executive Director

#### RESOURCE DEVELOPMENT:

- Assist The Hopi Foundation's with coordination and training staff in operating capacity building strategies;
- Work with management team to develop/review strategies for organizational sustainability, capacity building, and growth.
- Monitor and assist the Hopi Foundation with implementing strategic planning and development activities on a continual basis.
- Assist in leveraging support from community and government services for project-based activities.
- As needed assist with special events as directed by the Executive Director.

#### REPORTING:

- Meet regularly with the Operations Director to report on operations goals 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 in partnership with the Operations Team.
- Assist in the planning and development of HF's bi-annual newsletter content related to HF operations.
- Ensure that The Hopi Foundation makes use of emerging technology to support general operations.
- Serve as a spokesperson, when assigned, to communicate with media and public about The Hopi Foundation and its operations.

#### 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: 6/1/2021