



The Hopi Foundation
Executive Director Search

APPLICATION INSTRUCTIONS

EXECUTIVE DIRECTOR

On-site: Kykotsmovi, AZ

Full-time: 40 hrs./week

Summary

The Executive Director serves as the chief executive officer of The Hopi Foundation, Inc., with primary responsibility for managing the organization's day-to-day activities and operations, and guiding the tone and character of the organization in alignment with the Hopi values of Kyavtsi, Sumi'nangwa, Nami'nangwa, Hita'nangwa, and Pasi'nangwa. This position reports to the Board of Trustees and supervises the Administrative Leadership Team to manage long-term and short-term organizational and program goals.

Description

About Our Organization:

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.

Key Roles: Leadership and Vision, Administration, Board & Member Relations, Public Relations, Resource Development, and Special Events/Other

Supervisor: The Hopi Foundation Board of Trustees

Salary Range: \$75,000 – \$95,000; salaried position depending on experience, plus benefits. Basic fringe benefits will be provided. Dental and vision insurance may be available.

To Apply: If you are interested in this rewarding opportunity, email a complete application packet to edsearch@hopifoundation.org. A complete application for the Executive Director position includes the following items:

- A completed Hopi Foundation job application. Your resume does not replace the requirement to complete the HF job application in full. Writing 'See Resume' in place of completing any section of the application is not acceptable.

- Current Resume – must include work experience for the last 15 years
- 2-3 Letters of Recommendation – One letter should address your experience and experience relevant to this non-profit Executive Director role. The focus of additional letters should speak to your character as a leader and your experience with community involvement.
- 3 references – must not be related to you or have submitted a recommendation letter on your behalf for this position.

Application Deadline: 5:00 pm; Friday, September 25, 2026

Application packets will be screened according to the qualifications listed above. The most qualified candidates will be invited to a first in-person interview at The Hopi Foundation office in Kykotsmovi, AZ. Top candidates will be invited to further interviews. Reference checks will be completed for all qualified candidates. Additional interview details will be sent via email when interviews are scheduled.

For inquiries, contact our ED Search consultant via email at: edsearch@hopifoundation.org