

POSITION DESCRIPTION

Position Title: Executive Director
Reports To: HCA Board of Directors
Job Level: Full Time Exempt

ABOUT THE HOPI CREDIT ASSOCIATION

The Hopi Credit Association (HCA) is a non-profit lending organization founded in 1952 and is a Certified Native Community Development Financial Institute (CDFI) located on the Hopi Indian Reservation in northern Arizona. HCA provides loans for Hopi members in consumer, business, home construction & home improvement, and financial education services - all intended to promote personal, community and economic growth.

POSITION SUMMARY

The Executive Director directs the overall operations of the HCA, assuring quality control over all aspects of operations, ensuring financial soundness of the organization, compliance with HCA's policies and procedures, and professional delivery of products and services in line with its Mission.

DUTIES & RESPONSIBILITIES

- Provides planning, leadership and strategic direction in managing, directing, and administering the HCA.
- Leads the Board in developing short & long-range strategic plans that clarify the direction HCA is taking to meet the needs of its target market in fulfillment of its mission.
- Evaluates existing capital & revenue generating capacity and establish new pathways to private & public capital that will generate sustainable programs and activities that support the organizational mission, while simultaneously planning for retiring any accumulated debt.
- Oversees the preparation of an annual operating budget, controls expenditures, ensures sources of revenue meet the expenditures, and ensures HCA books are audit ready.
- Creates/implements tracking systems to measure progress /impacts against stated milestones and goals that can be effectively communicated to the Board, funders and other constituents.
- Formulates and executes effective marketing, branding and development strategies.
- Oversees the recruitment, employment, training & development of personnel. Assures personnel policies are adequate and current.
- Develops and actively maintains partnerships with outside entities and individuals relating to funding, lending, financial literacy and conducts an active public relations program for ongoing visibility and support for HCA.
- Other duties as assigned.

MINIMUM QUALIFICATIONS & REQUIREMENTS

- Bachelor's or master's degree in nonprofit management, business or public administration, or related field and a minimum of 5 years work experience in executive management..
- High emotional intelligence and excellent communication skills required to build and maintain strong relationships with other non-profits, funders, and community stakeholders.
- Excellent grant writer with a proven track record for raising funds from multiple sources, including CDFI/NACA funding.
- Skilled in non-profit management and human resources best practices, laws & regulations.
- Experience managing a budget and performing business and program analysis.
- Excellent written, oral and social media communications skills at all levels.
- Excellent understanding and hands on operations of automated data processing systems applicable to fiscal and loan management.
- Excellent customer service and public relations skills

Compensation for this position is negotiable and includes full benefits.

If interested, please download the application at www.hopi-nsn.gov/hopi-credit-association and forward both application and resume to wayne@hopicredit.us or mail to the address above.