



## **Executive Director**

### **Position Description**

#### **Introduction**

The Executive Director (ED) provides leadership for the effective and efficient operation of the Hopi Education Endowment Fund (HEEF). The ED is responsible for the preservation and growth of the Endowment, the administration of all programs, operations, policies, and staff supervision. The ED reports to the HEEF Executive Committee and shares responsibility with the HEEF Board for advancing the HEEF mission, vision, and strategic direction.

#### **Duties and Responsibilities**

##### Leadership and Vision

- Serve as the primary spokesperson to Hopi Tribal leaders, community members, donors, media, and other entities.
- Advocate and advance the HEEF mission through programs, strategic planning, and community outreach.
- Develop and execute annual goals aligned with the HEEF strategic plan and Board priorities.
- Build and sustain a cohesive, integrated, and effective team among staff and the Board based on mutual respect and collaboration supportive of the HEEF mission and programs.
- Develop future leadership within the organization to ensure succession management for key positions.
- Set the tone for the organizational culture of the HEEF.
- Prepare and present an annual report of the HEEF's status and accomplishments to the Hopi Tribal Council.
- Build connections with other entities to raise awareness and create opportunities to support the HEEF mission.

##### Fundraising

- Serve as the lead spokesperson and contact for donor relationships.
- Cultivate, solicit, and steward a portfolio of donors to grow the Endowment and fund HEEF educational initiatives.
- Develop relationships with institutional, foundation, and corporate funders to build financial support. Approve grant proposal development.
- Advocate for support of the HEEF with Hopi and external communities.
- Collaborate with the Board to grow connections to potential donors to the HEEF.
- Coach and mentor the Associate Director and Resource Development Manager in the execution of the fundraising plan.

##### Board Governance

- Build a positive relationship and governance partnership with the Board to utilize their talents and time efficiently and effectively.
- Inform the Board of the fiscal and programmatic conditions of the HEEF, as well as market and political factors influencing the fund to assist the Board in fulfilling their fiduciary responsibility.
- Work with the Board to clarify priorities, create annual goals, and monitor and update the strategic plan.
- Identify and cultivate potential candidates for Board nomination in collaboration with the HEEF Board.

### Management and Administration

- Hire, develop and retain competent and qualified staff, including annual evaluation of staff members.
- Ensure efficient day-to-day operations with strong internal controls, communication, and coordination.
- Oversee the organization's financial operations, including budgeting and the management and proper expenditure of funds.
- Manage and maintain the HEEF's tax-exempt status and regularly monitor changes in policy and practice that may impact the HEEF's resource development.
- Regularly assess the organization's needs, organizational structure, and capabilities to ensure effective and efficient operations.

### **MINIMUM QUALIFICATIONS**

- A master's degree in a related field
- Five or more years of senior management experience
- Knowledge of Hopi culture, government, and history
- Alternatively, any combination of education, training, and experience that demonstrates the ability to perform the position's duties
- Demonstrated success in fundraising

### **IDEAL CANDIDATES WILL HAVE**

- A commitment to HEEF's values, mission, goals, and program.
- Vision and passion for serving the Hopi people that translates into action.
- Experience in education and educational funding.
- Experience in successfully securing major gifts and grants.
- A track record of effectively leading a team; ability to point to specific examples of having developed and operationalized strategies that have taken an organization or program to the next stage of growth.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- An ability to inspire collaboration, demonstrate partnership, and maintain flexibility and mutual respect among staff and board members.


- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Respect for staff and board members' abilities, ideas, opinions, skills, and knowledge.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- The ability to work effectively in collaboration with diverse groups of people.
- Fluency in the Hopi language.

The successful candidate must also meet Hopi Tribal Human Resources requirements.

**SALARY RANGE**

\$80,000-95,000

**Approved by:**

  
April Tutt (Mar 14, 2023 19:09 PDT)

**April Tutt, President  
Hopi Education Endowment Fund**

**EC approved 3/9/23**