THE HOPI TRIBE
HOPI EDUCATION ENDOWMENT FUND

EXECUTIVE DIRECTOR

INTRODUCTION: This position is responsible for management and administration of the Hopi Education Endowment Fund. The incumbent performs program planning and evaluation, administrative policy development, human resources and fiscal management, etc., at the executive level which requires comprehensive knowledge and skill in human/public relations, program management, financial management and public policy development.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive).

1. Executes responsibilities of and exercises authority of the Hopi Education Endowment Fund in meeting its role and responsibilities as outlined in the goals & objectives, Ordinance #54, applicable laws, policies and procedures. Executes Board initiatives, policies, rules and program activities.

2. Develops program policies and procedures; prepares resolutions and coordinates and facilitates public relations for the Board and facilitates training, workshops and conferences.

3. Promotes and implements program initiatives that benefit the Hopi Education Endowment Fund with the Hopi Department of Education, state and federal agencies.

4. Supervises the distribution, expenditure and administration of program funds awarded to the Fund from the tribal, state, federal or other resources.

5. Establish and maintains a Fund and donor information and database; develop and maintains a website to serve as a resource for the Fund's fundraising activities. Accepts gifts, grants, devises and property in cash or in kind to benefit the Hopi Education Endowment Fund.

6. Supervises office personnel; prepares and modifies administrative budget, monitors expenditures; prepares correspondence, reports and documents for the Fund.

7. Performs other duties as assigned to meet tribal and office goals and objectives.

COMPLEXITY: The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Assignments are characterized by breadth and intensity of effort and involve several phases being pursued concurrently or sequentially with the support of others within or outside of the organization. Decisions regarding what needs to be done include largely undefined issues and elements, requiring extensive proving and analysis to determine the nature and scope of the problems.

SUPERVISION RECEIVED: The incumbent is under general supervision of the Hopi Education Endowment Fund Executive Committee who sets the overall objectives and resources available. The incumbent is further accountable to Hopi Tribal Council for achievement of Tribal goals. The incumbent and supervisor(s), in consultation, develop projects, priorities, deadlines, and work standards to be accomplished. The incumbent is responsible for planning and carrying out the assignments independently, resolving most conflicts, which may arise. Completed work is

reviewed from an overall standpoint in terms of feasibility, compatibility and the effectiveness in achieving expected results. The incumbent is required to possess the level of expertise, skills and abilities required to carry out the full functions and responsibilities of the position.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, tribal & village officials, management personnel, tribal council, other private/public organizations/personnel, donors and the general public. The purpose of these contacts is to exchange factual information related to management services and coordinate work efforts.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is mostly sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and work around office machines/equipment. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

   A. Education : Master Degree in Business Management, Public Administration, or related field;

   AND

   B. Experience : Four (4) years of professional management experience for profit or not-for-profit, that involves program planning and evaluation, grant proposal writing, grants administration, personnel and financial management, facilitating training, policy development, etc.

   OR

   C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

   A. Knowledge : Good knowledge of tribal, federal and state funding rules, regulations and processes

   Good knowledge of organizational development and assessment methods and processes

   Extensive knowledge of project management principles, practices and administrative procedures

Good knowledge of human resources & financial management principles, practices and administrative procedures

Good knowledge of MIS and associated hardware/software technology

B. Skills : Excellent administrative and technical management skills

Effective interpersonal relations skills for motivating people and deal with funding agencies

Excellent verbal and written communication skills required to conduct public presentations and to develop grant proposals, etc.

C. Abilities : Ability to plan, organize and accomplish work in accordance with established goals and objectives, priorities and timelines

Ability to conduct independent research and develop logical and practical administrative policies and procedures

Ability to establish and maintain a professional working relationship with others

NECESSARY REQUIREMENT:

1. Possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.

DESIRED REQUIREMENT:

1. Speak and understand the Hopi language for the purpose of conversing with those tribal members who may prefer to converse in the Hopi language.

REVIEWED BY: [signature] for B. Paley, Fund President 7/3/01
Department/Office Hiring Authority Date

APPROVED BY: [signature] 7-3-01
Personnel Director Date

RANGE: **65**
07/2001(nfp)