

**INDIANA  
LATINO  
INSTITUTE**



*A Trusted Voice.*

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## **ILI Position Opportunity**

Manager of Operations

## ILI MISSION

ILI's mission is to advance Latino educational attainment and workforce preparedness statewide through advocacy, leadership development, and culturally responsive programming.

## ILI VISION

EXTERNAL: ILI envisions a thriving and proud Latino community in Indiana, benefitting from its education attainment and career opportunities, and civically and economically contributing to the communities in which Latinos live.

INTERNAL: In reaching the Indiana Latino community's external vision, ILI serves as a trusted voice and a catalyst for change on all aspects of education, workforce preparedness, and other pressing issues affecting Latino Hoosiers.

## POSITION: Manager of Operations

Reporting to the President & CEO, the Manager of Operations creates, implements, and oversees financial and operational processes that increase organizational capacity and effectiveness, and serves as the President & CEO's confidential executive assistant aiding the CEO in managing and accomplishing tasks, facilitating professional contacts, and adhering to their schedule. The position is located in the ILI office on North Meridian Street, Indianapolis.

## CANDIDATE QUALIFICATIONS

- Bachelor's Degree from an accredited four-year college or university preferred,
- 5+ years of experience in the corporate setting or nonprofit sector,
- 2+ years of administrative/bookkeeping experience, preferably understanding non-profit finances,
- Proficiency with Microsoft Excel is required, and strong skills in Microsoft Word, Outlook, PowerPoint, and Google Sheets/Forms/Docs,
- Some knowledge of Salesforce's or other customer relations management tools,
- Outstanding interpersonal, communication and teamwork skills, including the ability to communicate well with stakeholders at all levels,
- Valid driver's license and reliable transportation,
- Excellent verbal and written communication skills, and
- Maintain discretion with confidential information.

### *Requisite Candidate Traits*

The ideal candidate will possess the following traits:

- A strong strategic and analytical thinker,
- A natural problem solver who can efficiently grasp and act on the big picture, quickly analyze the root causes and define new ways forward,
- Ability to chart a clear course, and work efficiently in a fast-paced environment will bring clarity to assigned complex projects,
- Competence in handling multiple tasks concurrently, and in discerning and prioritizing tasks,
- Eager to contribute and learn, and willing to help identify solutions independently,
- Personable and reliable in working with teams, and confidence to assign and oversee tasks conducted by senior staff and colleagues, and
- Flexibility as ILI grows and position descriptions and organizational charts evolve,

- Ability to work well under pressure.

## PRIMARY ROLES AND RESPONSIBILITIES

This position will support the ILI President and CEO and responsible for a variety of office management responsibilities. Specific financial, operational, and confidential-assistant duties and essential skills for this position include the following.

### Financial:

- Responsible for internal bookkeeping tasks including accounts receivable, accounts payable, payroll, and internal grant reports,
- Manage the work of and provide necessary financial information to external financial contractors, including payroll firm and independent auditor,
- Prepare budget and expenditure reports for internal reviews, for accounting firms, and for foundations and others, on a weekly, monthly, quarterly, or yearly basis as needed,

### Operational:

- Schedules and produces web conferencing opportunities,
- Prepare and monitor meeting and large event logistics including planning, timeline management, invitations, event venue contracts, accommodations, transportation, facilities, catering, signage, technology arrangements, displays, special needs requirements, printing, and event communication.
- Prepare and provide meeting materials needed for CEO and executives at least a day in advance,
- Create and prepare documents, presentations, agendas, reports, and specials administrative projects utilizing Excel, PowerPoint, Canva, and Microsoft Word,
- Introduce and manage new technology to improve operations,
- Provide hospitality to all guests and help to create a welcoming environment.
- Schedule and organize complex, one-time and recurring activities such as meetings, conferences, speaking engagements and presentations, and events,
- Occasionally lead and make presentations at internal and external meetings,
- Manage and order office supplies as needed and directed by the CEO, and
- Pick up and move packages and equipment within the office, and to event sites and delivery companies.

### Confidential Assistant:

- Collaborates closely and effectively with the ILI President and CEO to align upcoming commitments and responsibilities, appropriately following up,
- Maintains the CEO's calendar by planning, scheduling, and posting details on her calendar, and reviewing with her the upcoming appointments and other commitments,
- Ensures that the CEO has appropriate documents and background information before participating in external and internal meetings,
- Schedule and plan local and national travel for the CEO, senior staff, and others as appropriate,
- Collect the CEO's receipts from purchases and travel, and prepare reimbursements,
- Handle highly sensitive and confidential correspondence and reports, assess priority of projects/issues/tasks and manage accordingly,
- Draft and edit presentations, documents, and reports giving considerable attention to detail and timeliness,
- As needed, refer matters to other staff/offices/resources,

- Participate in and take minutes at staff and board meetings and ensure follow up on agreements,
- Establish and maintain appropriate files and filing systems,
- Process mail and deliveries.

As with any ILI position, the Operations Manager will temporarily or permanently conduct other tasks as assigned for the overall benefit of the organization.

### **ILI BENEFITS**

- ILI offers a competitive salary,
- 100% premium for Health Care, Dental and Vision,
- 100% premium for Life Insurance
- Retirement Plan match
- PTO (20 days)
- 10 paid Holidays

### **INTEREST IN THIS OPPORTUNITY**

Candidates interested in this opportunity should submit a cover letter, a resume, and the names and contact information for three references (names of two professional and one character reference) to ILI President and CEO Marlene Dotson at: **[mdotson@indianalatinoinstitute.org](mailto:mdotson@indianalatinoinstitute.org)**

References will be contacted if and when the candidate is a finalist for the position.

Position will remain open until filled.