

**INDIANA  
LATINO  
INSTITUTE**



*A Trusted Voice.*

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**ILI Position Opportunity**  
Chief Administrative Officer (CAO)

## ILI Mission Statement

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

## ILI Vision

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 they live. In reaching the Indiana Latino community's vision, ILI will serve as a trusted voice and a catalyst for change in all aspects of education, workforce preparedness, and other pressing issues affecting Latino Hoosiers.

## Chief Administrative Officer Position

The organization's Chief Administrative Officer (CAO) will manage all operations and business activities to produce the desired results consistent with the overall strategy and values of the organization.

The Chief Administrative Officer will support the President with the Board's work, ensuring they have the appropriate information to make strategic decisions, monitor resources and expenses, and implement policies and adopt practices that strengthen the organization. The CAO will oversee human resources, accounting, IT, manage company finances by organizing its funds for specific use, develop high-quality financial and programmatic strategies, and create plans that align with short-term and long-term objectives. In addition, the CAO will facilitate communication between the CEO and other employees, including department heads, assess company policies, develop business strategies, prepare budgets, and onboard or train new staff.

## CANDIDATE QUALIFICATIONS

The ideal candidate for the CAO position will possess the following qualifications:

- At minimum five years of managerial experience overseeing a staff of five or more employees, preferably in a non-profit organization or division head of a larger organization.
- Proven experience in developing financially sound strategies, stewarding departmental budgets, and analytical abilities, and conversant in data and problem-solving skills.
- Experience in administrative operations, report analysis, and financial planning.
- Strong understanding of corporate/non-profit finance.
- Experience managing foundation-sponsored programs, writing proposals and reports, and cultivating relationships with funders.
- Outstanding organizational and leadership skills.
- Experience with diverse business functions and human resources.
- Excellent communication and public speaking skills, media experience, and event management
- In-depth knowledge of non-profit governance and general management best practices
- Skill in office software products, such as Microsoft Word, CRM tools, and audio/visual conferencing
- Bachelor's degree from an accredited university in business administration, management, or relevant field. A master's degree is preferred.

### *Requisite Candidate Traits*

- Impeccable character as the state-wide representative of Hoosier Latinos
- Superior interpersonal skills and ability to work with a diverse set of individuals, both internally and externally while representing the organization
- Strong public speaking and written communication skills
- Ability to work collaboratively in a team environment
- Works well independently and in a cross-functional group
- Positive attitude and strong work ethic
- Ability in decision-making and problem-solving
- Flexibility to accommodate time-sensitive issues as they arise
- Ability to multi-task, prioritizing competing projects and assignments
- Strong commitment to improving Latino lives in Indiana and the nation
- Excellent organizational and leadership skills

## **CAO PRIMARY ROLES AND RESPONSIBILITIES**

Working under the direction of the President, the specific duties and essential skills for this position include:

- Develop high-quality business strategies and plans for the President and the Board, ensuring their alignment with short-term and long-term objectives
- Facilitate the work of the Board of Directors, utilizing their expertise and connections
- In coordination with the President, cultivating foundations, corporations, and individual donors, raising funds from private and public sectors, and from individual contributors
- Create and execute events that advance ILI's mission
- Oversee all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission (human resource, IT, finance, etc).
- Make high-quality partnership decisions to advance the mission, as delegated
- Enforce adherence to legal guidelines and in-house policies to maintain the organization's integrity and business ethics
- Prepare internal grant reports, and review financial and non-financial reports to devise solutions or improvements
- Manage CEO's calendar
- Analyze problematic situations and occurrences and provide solutions to ensure organizational survival and growth
- Provide creative approaches to promoting and facilitation of program initiatives and events
- Perform other duties as assigned

## **ILI BENEFITS**

ILI offers a competitive salary and benefits package, including vacation accrual.

## **INTEREST IN THIS OPPORTUNITY**

If you are interested in this opportunity, please submit a cover letter and resume to Marlene Dotson, President and CEO, Indiana Latino Institute, [mdotson@indianalatinoinstitute.org](mailto:mdotson@indianalatinoinstitute.org)

The position will remain open until filled.