



Job Title: Director of Administration and Operations

Position Type: Full-time

Pay: Commensurate with experience

Location: Detroit, MI

Are you passionate about working to empower la próxima generación (the next generation) of Latino leaders?

Do you have the vision, operational acumen, and leadership experience to help a mission-driven organization succeed?

Are you ready to bring your expertise to a growing nonprofit where your impact will resonate across communities?

If so, join us on our journey to economically empower La Próxima Generación (the next generation) of Hispanic youth. We are the Michigan Hispanic Collaborative (MiHC), a nonprofit organization working to break the cycle of Hispanic poverty through education and early career program support.

We are seeking a seasoned Director of Administration and Operations (DAO) to oversee our operational and administrative functions, ensuring that the backbone of our organization is as strong as our mission. As DAO, you will own the internal systems and processes that empower our program teams to maximize their impact on students, families, and the Michigan Hispanic community. You will work closely with the Executive Director, CEO and Board of Directors, managing the functions that support MiHC's programs.

Key Responsibilities:

- **Operational Oversight:** Lead all operations functions, including finance, office management, human resources, benefits, IT and infrastructure.
- **Financial Management:** Work with Executive Director & board to oversee budgeting, financial forecasting, and reporting, ensuring fiscal responsibility and alignment with strategic priorities.
- **Strategic Planning & Implementation:** Collaborate with the Executive Director and senior leadership to translate strategic goals into actionable operational plans.
- **Organizational Development:** Oversee HR, recruiting, hiring and talent management, developing strategies & practices to attract, retain, and develop staff.
- **Technology & Systems Management:** Oversee tools and systems (including staff technology, website, financial management tools), ensuring they are effectively operating for optimal organizational performance.
- **Performance & Evaluation:** Establish and manage performance management systems to track operational efficiency and organizational progress, working with leadership to align metrics with strategic goals.



Qualifications:

- Bachelor's degree in business, management, finance, or other relevant field is required. Master's degree preferred.
- Minimum of 10 years in a senior operational leadership role, with a track record of building and maintaining efficient systems and managing operations.
- Demonstrated experience in leading teams and projects.
- Strong organizational skills and attention to detail.
- Strong financial oversight capabilities, including experience with budgeting, financial reporting, and resource allocation.
- Strong communication skills and ability to communicate with different audiences.
- Experience with data-informed decision-making to support organizational priorities and growth.
- Ability to effectively manage multiple projects simultaneously, often independently.
- Deep commitment to MiHC's mission and values.

If you are interested, please send a resume and cover letter to Acting Executive Director Amanda Said Canto at amandas@mihc.org.