



Job Title: Manager of Strategic Initiatives & Operations

Reports to: Executive Director

Agency assignment: The Michigan Hispanic Collaborative (MiHC)

Employment Type: Full-Time

Location: Detroit, MI (Remote During COVID-19)

Application Deadline: Rolling Application.

Start Date: July 1, 2022

We are seeking an experienced leader to work on an exceptional project that impacts the nation's fastest growing minority group. As a Manager of Strategic Initiatives & Operations for the Michigan Hispanic Collaborative's (MiHC) program, La Próxima Generación (Próx Gen), projects will be centered on the support and advancement of MiHC's commitment to improve the Hispanic student, college, and career pipeline. In this role the Manager will serve as an integral member of the leadership team.

MiHC's vision is to break the cycle of Hispanic poverty by accelerating their economic mobility through education and early career program support. We uniquely select, train, and mentor academically ambitious Hispanic students in under-resourced communities and work to address and eliminate barriers that stall high school and college academic and employment opportunities. MiHC's Próx Gen program supports students over the course of ten years, from Junior year in high school through college and early career during critical transitions in a Hispanic student's life.

We are looking for an experienced, highly organized, responsible, self-motivated, and dedicated individual who has strong writing, research, operational, and interpersonal skills, and can execute auxiliary projects with little direction. In this role, the Manager will oversee the implementation of core MiHC projects while ensuring operational excellence and business efficiencies. The Manager will be responsible for maintaining existing operational standards. Additionally, the Manager will work collaboratively to update training materials for organizational positions. In this role, the Manager will lead various strategic initiatives that pertain to events, programming, and mentor volunteer management.

A cover letter, resume, two letters of recommendation, and a two-page writing sample is required for consideration for this position. The cover letter should address your specific interest in the position and outline the specific skills and experiences that best position you to excel in this role. If selected and extended an offer, the candidates must be available to complete the mandated drug screening and background checks.



Essential Duties and Responsibilities

Specifically, the Manager will provide leadership in the following areas:

Operations

- Work collaboratively with the Executive Director to execute strategies that improve the organization and management of MiHC's operational excellence and business standards that drive MiHC high functioning teams, talent recruitment and retention, workflows, audits, vendor payment processing, and program impact.
- Manage and supervise assigned consultants, contractors, and program management staff.
- Collaborate with staff to manage and oversee select event planning tasks, including budgeting, sponsorship, and programming.
- Support the organization in leading toward equity both internally and externally.
- Collaborate with the Senior Leadership team leading the La Puerta technology platform and work to ensure the La Puerta digital platform content is relevant, up to date, and functioning efficiently.
- Improve and update operational manuals for our operations and training.

Strategy, Communications & Development

- Collaborate with the Senior Leadership team to refine and execute annual strategic plans, identifying opportunities for innovation, creativity, and collaboration.
- In partnership with the Executive Director and other staff, execute elements of the fund development plan.
- Support implementation efforts to execute the organization's communication strategy, including public and media relations, advocacy efforts, brand management, and social media.
- Lead the implementation of the CRM management system and ensure accurate records for all mentors, volunteers, stakeholders, and frequently engaged community partners.
- Management and engagement of organizational volunteers.

The Manager must have:

- A passion for MiHC's mission, goals, and priorities.
- A bachelor's degree in business, communications, public relations, marketing or a related field. An advanced degree is preferred.
- A minimum of three-five years of experience in a nonprofit or education setting.
- Experience in a college access organization and/or an intermediary organization is highly preferred.
- A working knowledge of the college access and success field.
- Background in program management, community development, and demonstrated experience working with diverse populations, and varied socioeconomic backgrounds.
- Excellent verbal and written communication skills.



- Excellent problem solving and analytical skills, including the ability to analyze policy and data.
- Experience working with large datasets.
- Strong interpersonal skills and the ability to effectively interface with stakeholders.
- An ability to work independently or collaboratively, based on the needs of a project.
- An ability to operate as an effective tactical as well as strategic thinker.
- A comfort with various modes of technology, including WordPress, Google Suite, Microsoft Office, and Canva. Experience with Salesforce and Co-Pilot is preferred but not required.
- Supervisory and management experience preferred but not required.
- A valid Michigan driver license.
- Demonstrated skill and comfort with the areas of responsibility listed above.

The Manager must also:

- Prioritize and value high performance, commitment to quality, and continuous improvement.
- Desire to work in a fast-paced, attention to high quality, team-oriented organization.
- Be self-reliant, energetic, flexible, collaborative, and proactive.
- Be able to pass standard drug screening and background checks.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time based on the needs of the organization.

To Apply

Please submit your resume, references, and writing samples to mihc@mihc.org.