

## **Position Announcement**

### **Position Title – Vice President of Administration**

The Indiana Black Expo, Inc., a 501(c)(3) non-profit organization, seeks a Vice President of Administration to work closely with the President & CEO, the Board of Directors, and other on the IBE team to provide senior level strategic expertise in the development and implementation of the administrative functions, processes, and procedures of the organization, to advance the organization's vision, mission, and critical objectives.

### **Minimum Education and Experience**

Masters degree or equivalent, and 10 to 15 years related experience, with a combination of education and experience in several of the administrative areas responsible for, at the highest level of an organization. Candidates who are astute in the operations of an organization, and possess a background in Project & Process Management are preferred.

### **Duties and Responsibilities**

Successful candidates will have a proven track record that demonstrates the following:

- Plan, develop, organize, implement, direct and evaluate the organization's administration functions and performance.
- Participate in the development of the organization's plans and programs as a strategic partner in evaluating and advising on the impact of long-range planning and regulatory action on the areas of responsibility.
- Develop credibility for the administration group by providing timely and accurate analyses of budgets, project proposals and business trends in the multiple administrative areas in order to assist the President & CEO and the Board and other senior management in performing their responsibilities.
- Enhance and/or develop, implement and enforce policies and procedures of the organization by way of processes and systems that will improve the overall operation and effectiveness of the organization.
- Establish credibility throughout the organization and with the Board as an effective developer of solutions to administrative business challenges. This would include the assessment of "outsourcing" of the various activities and functions if such external support would be the most effective method of providing the proper level of services at the appropriate cost.

- Provide technical/professional advice and knowledge to others within the various administrative areas and discipline.
- Continual improvement of the budgeting process for the administrative operation through education of department managers on budgetary issues impacting their budgets and ongoing departmental performance to the budget.
- Evaluate the present and future administrative needs of the organization.
- With other Senior Leadership Team members, facilitate the decisions on the operational needs of the organization.
- Evaluate, negotiate, manage and administer all operational contracts into which the organization may enter. Counsel with the Chief Financial Officer on financial matters associated with the financial viability of entering into such contracts.
- Oversee the Human Resources function and activities, but manage all of the specific activities pertaining to the Officers of the Corporation.
- Evaluate the administrative infrastructure for continual improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth with emphasis on opportunities (where possible) of individuals.
- Effectively lead and develop direct reports with diverse, varying skill sets

The Indiana Black Expo, Inc. offers a competitive benefits package, and the opportunity to be part of a progressive, transforming culture.

Local candidates are preferred. Qualified candidates should email resumes to: [humanresources@indianablackexpo.com](mailto:humanresources@indianablackexpo.com), or fax to IBE Human Resources at 317-925-6624 by **November 10, 2011**. No phone calls please.