



IEGO Director of Administrative Services

Inland Economic Growth & Opportunity (IEGO) a program

Fiscally sponsored by the Inland Empire Community Foundation

JOB DESCRIPTION & POSTING

About IEGO

Inland Economic Growth & Opportunity (IEGO) is a regional cross-sector, bi-county collaborative. IEGO has built a network of dynamic leaders covering community-based organizations, businesses, institutions of higher learning, and other key stakeholders committed to growing middle-class jobs and pursuing inclusive economic development to improve the quality of life for all Riverside and San Bernardino County residents. IEGO's work focuses on building industry clusters in Sustainable Logistics, Cybersecurity, Advanced Manufacturing, and Green Technology. Our success draws from the spirit of collaboration and the shared values of equity, innovation, and sustainability.

Inland Economic Growth & Opportunity (IEGO) was catalyzed by private and public sector leaders from Riverside and San Bernardino counties whose effort forged a strategic agenda for advancing inclusive growth and opportunity that will benefit residents of both counties and put the region on the path to a more prosperous and secure economic future. This strategic agenda endeavors to lift residents out of poverty and broaden local access to opportunity by investing in better pathways to good jobs, improving educational outcomes, inspiring the region's brightest young people to stay in the region, and strengthening the civic infrastructure necessary to address emerging opportunities.

About the Role:

The Director of Administrative Services at Inland Economic Growth and Opportunity (IEGO) is in a pivotal leadership role and oversees administrative functions, including fiscal management and human resources policies. As IEGO transitions into a newly established 501(c)(3) entity, this role will be instrumental in setting up and managing effective financial systems and HR frameworks that align with our mission and regulatory requirements. The Director will ensure the sustainability and operational efficiency of IEGO, fostering a culture of excellence, accountability, and compliance.

Responsibilities and Qualifications:

- **Financial Leadership:** Oversee the financial health of the organization, including budgeting, reporting, and compliance. Ensure that financial operations support the strategic direction of IEGO and comply with nonprofit regulations and funding requirements.

- **HR Policy Development and Implementation:** Develop and implement comprehensive human resources policies that promote a positive work environment. Manage recruitment, retention, training, and development strategies to build a skilled and engaged workforce.
- **Administrative Oversight:** Lead the administrative functions of IEGO, ensuring that fiscal and HR policies are efficiently integrated into daily operations. Oversee the management of grants, contracts, and other administrative agreements.
- **Strategic Planning:** Collaborate with senior leadership to contribute to strategic planning and decision-making, ensuring that administrative services align with organizational objectives.
- **Compliance and Risk Management:** Monitor and ensure compliance with state, federal, and funding regulations across all administrative areas. Implement risk management strategies to protect the organization's assets and reputation.
- **Team Leadership and Development:** Lead and mentor the administrative team, fostering an environment of continuous improvement and professional growth.

Minimum Qualifications:

- Bachelor's or Master's in Business Administration, Human Resources, Finance, or a related field.
- 5+ years of progressive leadership experience in administrative services, including fiscal management and/or HR, preferably within a public sector, nonprofit or 501(c)(3) organization.
- Comprehensive knowledge of nonprofit financial and HR regulations, best practices, and industry standards.
- Proven ability to develop and implement financial and HR policies and systems.
- Strong leadership skills, with the ability to inspire, motivate, and develop a diverse team.
- Excellent analytical, strategic thinking, and problem-solving abilities.
- Effective communication skills, capable of conveying complex information clearly and persuasively to various audiences.

COMPENSATION:

The IEGO Director of Administrative Services position is a non-exempt full-time position. The salary range for this position is \$110,000 - \$130,000, commensurate with experience related to the job responsibilities outlined here.

BENEFITS:

IEGO, under the Inland Empire Community Foundation (IECF), offers health, dental, vision, and life insurance; a 401k plan with employer contribution; 13 holidays, 10 vacation days, and 10 sick days; staff and professional development opportunities; a positive and supportive work culture.

Work Environment:

This position will operate in a hybrid schedule. The employees will base work from the home office on 25% (I would suggest this is more like 50-60%, especially in the early phases of this job until the employee is fully proficient and requires less direct oversight. This schedule can always be adjusted later) in the work week and additional time as

needed with the option to work remotely on the remaining time. Employees are required to reside in the Inland Empire Region. The organization will continue to assess the hybrid environment and adjust to meet programmatic needs accordingly.

Physical Demands:

The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any related duties as assigned by their supervisor.

EEO Statement

Inland Empire Community Foundation is an equal opportunity employer and makes merit-based employment decisions. The company will not discriminate based on race, religion (including religious dress and grooming practices), color, sex (including pregnancy, childbirth, breastfeeding, and/or related medical conditions), sexual orientation, national origin (including language use restrictions), ancestry, citizenship status, uniformed service member or veteran status, marital status, age, medical condition (genetic characteristics, cancer-related), physical or mental disability (including HIV and AIDS), gender, gender identity, or gender expression. It also includes a perception that anyone may have those characteristics or is associated with a person who has or is perceived as having them. All such discrimination is unlawful.

HOW TO APPLY

Please send a cover letter outlining your fit and passion for the Director of Education & Industry Engagement along with a resume to Suzanna Sotelo, Executive Assistant, IEGO, ssoteloiego@iegives.org. The position will remain open until a successful candidate is found. For questions, contact Matthew Mena, Executive Director, IEGO, at mmenaiego@iegives.org