

**Grandmont Rosedale Development Corporation**  
**Position Available: Deputy Director**

The Grandmont Rosedale Development Corporation (GRDC) is currently seeking candidates for the position of Deputy Director. The GRDC is a well-established non-profit community development corporation working to preserve and improve the Grandmont Rosedale communities of northwest Detroit.

**Primary responsibilities of the Deputy Director will include:**

- **Financial Management:** Prepare and monitor budgets; supervise part-time Bookkeeper; prepare regular financial reports; oversee grant reporting and compliance; coordinate annual audit with outside auditor.
- **Fund Development and Communications:** Manage organizational efforts to raise funds from individuals, corporations, foundations and government entities. Work with program staff to prepare grant proposals for submittal. Supervise Communications Manager and ensure high quality communications through publication of quarterly newsletter, weekly e-newsletter, web site and social media.
- **Real Estate Development:** Ensure the successful implementation of a variety of residential commercial real estate development projects.
- **Office Management:** Coordinate office functions including human resources, data management and tech support; oversee hiring and orientation of new employees and program interns.

**Desired Qualifications:**

- Minimum of five years of experience in non-profit program management and/or fundraising;
- Bachelor's Degree or advance degree, preferably in a related discipline;
- Experience with budgeting and financial report preparation; basic knowledge of QuickBooks or similar accounting software;
- Experience with real estate development and finance;
- Successful track record of raising money for non-profit causes from foundations, businesses, individuals and/or government entities, familiarity with funding sources for affordable housing programs;
- Experience with office management practices, data management, and human resources;
- Strong computer skills, including Microsoft Office programs;
- Excellent verbal and written communication skills;
- Experience working with community-based organizations preferred;
- Must be well-organized, self-motivated, hard working and committed to neighborhood development within Detroit;
- Must have own means of transportation and a valid driver's license.

**Salary and Benefits**

GRDC offers a competitive salary and benefit package, commensurate with experience.

**To Apply**

To apply, mail or email your resume, a cover letter (including salary expectations) and the names of three references to:

Sherita Smith, Executive Director  
Grandmont Rosedale Development Corporation  
19800 Grand River  
Detroit, MI 48223  
[ED@grandmontrosedale.com](mailto:ED@grandmontrosedale.com)

**Deadline**

Monday, January 22, 2018

NO PHONE CALLS PLEASE. GRDC is an equal opportunity employer