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 Bookkeeper; prepare regular financial reports; oversee grant reporting and compliance; coordinate annual audit with outside auditor.
* Fund Development: Manage organizational efforts to raise funds from individuals, corporations, foundations and government entities. Work with program staff to prepare grant proposals for submittal.
* Real Estate Development: Ensure the successful implementation of a variety of residential and commercial real estate development projects.
* Office Management: Coordinate office functions including human resources, payroll, 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

**Deadline**

Friday, January 4, 2019

NO PHONE CALLS PLEASE. GRDC is an equal opportunity employer