



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.
- **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;
- 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 in neighborhood based community and economic development
- 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 in the range of \$60,000 - \$65,000 and benefits, 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, March 28, 2019

NO PHONE CALLS PLEASE. GRDC is an equal opportunity employer