



**GRANDMONT
ROSEDALE
DEVELOPMENT
CORPORATION**

Position Available: Program Director

The Grandmont Rosedale Development Corporation (GRDC) is currently seeking candidates for the position of Program Director. The Program Director will report to the Executive Director. 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 Program Director will include:

- **Program Development & Evaluation:** provide oversight to GRDC's Community Engagement and Economic Development programs. Ensure programs are designed and implemented consistent with GRDC strategic plan and goals. Evaluate effectiveness of programs for continuous improvement.
- **Staff Leadership:** Provide leadership to Community Engagement and Economic Development staff including hiring, staff development and performance review.
- **Budget Management:** Assist with development of program budgets and ensure expenditures are in line with budget and follow GRDC financial policies and procedures.

Desired Qualifications:

- Minimum of five years of experience in non-profit program management and development;
- Bachelor's Degree or advance degree, preferably in a related discipline;
- Experience with grant writing;
- Experience leading 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 - \$70,000 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:

Grandmont Rosedale Development Corporation
19800 Grand River
Detroit, MI 48223
ED@grandmontrosedale.com

Deadline

Until a suitable candidate is found

NO PHONE CALLS PLEASE. GRDC is an equal opportunity employer