

**GRANDMONT ROSEDALE DEVELOPMENT CORPORATION  
EXECUTIVE DIRECTOR POSITION DESCRIPTION**

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The Grandmont Rosedale Development Corporation (GRDC) is a non-profit, community-based organization dedicated to preserving and revitalizing the Grandmont Rosedale communities of northwest Detroit. We organize a wide range of community improvement programs designed to help our community prosper as a place to live, work and play.

**Vision, Mission and Core Values:**

Grandmont Rosedale is a community of opportunity that draws a diverse array of people from across the region to shop, eat, start a business, buy a home, and build a community.

Our mission is to preserve and improve the Grandmont Rosedale neighborhoods of Northwest Detroit.

Community Driven – We undertake projects and programs in response to community priorities.

Collaboration – We partner with likeminded organizations toward shared goals to advance community priorities.

Inclusion – Every member of the community is valued, treated with respect, and invited to contribute.

Innovation – Problems have solutions. We are not afraid to explore and test new ideas to move our community forward.

Sustainability – We seek to responsibly serve the current needs of our community in a manner that will benefit and protect future generations.

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<b>Position:</b>	Executive Director
<b>Classification:</b>	Regular full-time exempt employee
<b>Reports to:</b>	GRDC Board of Directors and Executive Committee.

**Summary of Responsibilities:**

The Executive Director is responsible for the overall management of the organization, program planning and development, project management, fundraising, external relations, staff hiring, development/supervision and finance. The Executive Director works closely with the Board, staff, volunteers and consultants to carry out or delegate the following responsibilities.

**Key Responsibilities:**

**1. Strategic Planning and Visioning**

- Helps develop a long-term vision and strategic plan for the organization in partnership with the Board of Directors, community leadership and staff.
- Develops, and recommends to the Board, programs and services to achieve the goals of the strategic plan.
- Reports regularly to the Board and community at large on progress made toward achievement of strategic goals.

## **2. Program Management**

- Sets program and service goals and oversees planning, development, implementation, and evaluation of program and service activities.
- Ensures that programs and services are consistent with the strategic plan, and the Board's policy guidelines and priorities.
- Communicates effectively and regularly, as needed with Executive Committee members and Board regarding program progress and development.
- Administers the day-to-day operations of the organization.

## **3. Real Estate Project Management**

- Provides day-to-day project management (projects under development), property management (completed projects), and oversight of the organization's housing, commercial, and community use real estate projects so that they meet their financial and strategic goals.
- Oversees the process for exploring, evaluating, and presenting to the Board of Directors for review and approval plans for future real estate development projects, in the context of the strategic plan.
- Sets specific real estate project goals and facilitates the planning, development, implementation, and evaluation of real estate project activities.
- Ensures that real estate projects meet the board's policy guidelines and priorities.
- Communicates effectively and regularly with the Board regarding real estate project progress and development.

## **4. Fundraising and Resource Development**

- In partnership with the Board of Directors, develops and implements a strategy for sufficient and sustainable resources for the organization.
- Identifies and secures the resources required to achieve organizational goals.
- Cultivates productive relationships with key philanthropic and government decision-makers in ways that lead to sustained and increased resources for the organization's programs and real estate projects.
- Creates and maintains systems to raise, manage and report on grants and other fundraising revenues.

## **5. Financial Management**

- Assures that the organization is a strong steward of financial resources and meets the expectations and requirements of its funders.
- Recommends financial policies for approval by the Board.
- Develops and maintains sound procedures for implementing the Board's financial policies.
- Develops an annual budget and financial plan for approval by the Board of Directors.
- Administers the funds of the organization in accordance with the budget approved by the Board and its financial policies, in coordination with accounting staff.
- Provides timely and accurate financial reporting to the Board.

## **6. Personnel Management**

- Recommends personnel policies for approval by the Board.
- Develops and maintains sound procedures for implementing the Board's personnel policies.
- Hires, supervises, evaluates, and releases staff.
- Sets clear, results-oriented goals, with realistic and measurable outcomes for individual staff members.
- Creates workplace environment that encourages transparent, two-way communication to support high performance and goal achievement by staff.
- Works with staff members to help them develop the necessary skills and knowledge to be successful in pursuing the organization's mission.

## **7. Community Relations and Advocacy**

- Develops and implements a communication plan that informs the community of the organization's mission, goals, and activities and direction of the organization.
- Proactively solicits viewpoints and feedback from community residents and other external stakeholders regarding the organization's goals, programs, and priorities.
- Participates in networking and community relations activities on behalf of the organization.
- Builds strong working relationships with neighborhood associations and other stakeholders, both inside and outside the organization, and enlists their support for accomplishing organizational goals.
- Serves as the public face of the organization within the Grandmont Rosedale neighborhoods and to the general public.

## **8. Executive Director's Performance Appraisal Process**

- Cooperates with, and participates in, an annual performance appraisal process
- Provides Board with information needed to assess the performance of the organization and Executive Director.
- Informs the Board of Directors about situations that affect the Executive Director's ability to meet goals.

### **Key Qualifications:**

- Five or more years of experience in a leadership role within the non-profit, community development, or related sectors.
- Proven experience with fundraising, personnel management, financial management, effective communication and organizational strategic planning.
- Demonstrated excellence in program and project management
- Track record of building and maintaining strong relationships with organizational stakeholder groups.
- Excellent written and verbal communication skills, including public presentation skills.
- Experience with single family housing renovation, homeownership programs, commercial revitalization programs, retail or mixed-use development and/or other types of real estate development projects is strongly desired.

- Knowledge of trends and issues affecting community and neighborhood development.
- Strong work ethic and commitment to delivering excellent results on a consistent basis
- Passion for neighborhood development in Detroit and a strong commitment to working collaboratively with grass-roots leaders and organizations to affect community change.
- Basic competence with use of standard office software programs such as Word, Excel, PowerPoint, etc. Familiarity with QuickBooks accounting software also desired.
- Valid driver's license and means of transportation.

**Salary and Benefits:**

Competitive salary and benefit package, commensurate with experience.

**TO APPLY:**

Send resume with cover letter, including salary requirements, to:

[GRDC.ExecutiveDirector.Search@gmail.com](mailto:GRDC.ExecutiveDirector.Search@gmail.com)

The application period will remain open until the position is filled.