

Job Title: Housing Manager

About GRDC: Grandmont Rosedale Development Corporation is a 501c3 non-profit organization dedicated to preserving and revitalizing five neighborhoods in Northwest Detroit. We achieve this mission through housing initiatives that promote neighborhood stabilization, economic development initiatives and community engagement. GRDC's housing program provides home repairs for homeowners in need. Additionally, we renovate vacant homes and construct new homes... all with the goal of benefitting our community. We are dedicated to creating affordable and sustainable housing solutions for individuals and families in need.

Position Overview: We are seeking a compassionate and dedicated Housing Manager to join our team. The full-time Housing Manager will report to the Senior Facilities & Construction Manager to assist with a wide range of responsibilities including:

Grant Management

- Ensure compliance with grant requirements and regulations
- Maintain positive relationships with existing funders
- Prepare and submit timely and accurate reports
- Track and manage grant budgets

Case Management

- Work closely with homeowners to assess participation eligibility
- Conduct needs assessments during home walk-throughs with clients
- Facilitate access to resources that promote self-sustainability
- Build relationships with community partners to expand our range of available support

Contractor Bidding and Procurement

- Coordinate the bidding process for contractors (i.e. for a new roof)
- Evaluate bids based on cost-effectiveness and alignment with organizational goals
- Monitor project budgets and timelines to ensure successful completion

Administrative Duties

- Maintain accurate records of project details, budgets and homeowner interactions
- Document projects with before, during and after photos
- Prepare reports for internal and external stakeholders
- Supervise and mentor intern(s) if and when they are engaged in the housing department
- Support the Senior Facilities & Construction Manager with additional special construction projects as assigned
- Assist with all other administrative tasks as assigned

Requirements

- 3-5 years of experience in non-profit industries, community development, property management or real estate.

- Bachelor's Degree in Social Work, Urban Planning or related field required. Master's degree preferred. Exceptional equivalent professional experience will also be considered.
- Strong attention to detail and ability to maintain high standards of quality.
- Excellent organizational skills to effectively manage multiple projects simultaneously.
- Proficiency in computer applications, including project management software, spreadsheet programs, and document management systems.
- Strong communication and interpersonal skills, with the ability to work collaboratively with contractors, residents, and a diverse range of populations.
- Successful applicants must possess a valid Michigan drivers' license and personal vehicle.

Salary

This position is salaried and full-time, 40 hours per week. The salary for this position is \$50,000 - \$55,000 annually.

Benefits

Full-time employees at GRDC enjoy the following benefits:

- Employer sponsored health insurance plan (including spouse and dependents if applicable). Employees who opt-out of health insurance receive a monthly stipend of \$75 per month.
- 13 days of paid personal time (vacation leave)
- 12 paid holidays *plus* paid time off between Christmas and New Year's Eve
- 10 days of paid sick time per year in case of injury, illness, doctor's appointment or to care for a sick or injured dependent
- Paid family leave time for the birth or adoption of a child
- Hybrid schedule – employees may work up two days per week remotely
- Paid neighborhood association dues for Grandmont Rosedale residents
- Coming soon in 2024: retirement savings plan

To Apply

To apply, please send your cover letter, resume and salary requirements to GRDC's Deputy Director Becki Kenderes at becki@grandmontrosedale.com.