

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 part-time 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.
- **Communications:** Insure high quality communications through publication of quarterly newsletter, weekly e-newsletter, web site and social media.
- **Office Management:** Coordinate office functions including human resources, 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;
- 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 passionate about 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:

Tom Goddeeris, Executive Director
Grandmont Rosedale Development Corporation
19800 Grand River
Detroit, MI 48223
tgoddeeris@grandmontrosedale.com

Deadline

Friday, February 24, 2017

NO PHONE CALLS PLEASE.

GRDC is an equal opportunity employer

Grandmont Rosedale Development Corporation Deputy Director Duties and Responsibilities

Financial Management:

- Supervise part-time bookkeeper and oversee preparation regular financial reports.
- Review accounting entries for accuracy and compliance with established policies and grant obligations.
- Assist in the preparation of annual budget and program budgets. Monitor revenues and expenses in relation to budgets.
- Coordinate organizational interface with outside auditor for preparation of annual audit.
- Oversee grant reporting and compliance.

Fund Development:

- Develop and manage annual fundraising plan to raise funds from individuals, corporations, foundations and government entities.
- Grant Writing and Management
 - Maintain records of grants applied for and received
 - Research and identify prospective corporate, foundation and government grantors
 - Maintain relationships with current grantors
 - Manage grant preparation process, including drafting grant proposals, compiling attachments and submitting grants.
- Individual Fundraising
 - Manage individual donor solicitation program
 - Maintain donor records and recognition process
- Events and Sponsorship Solicitation
 - Coordinate annual Community Connections Breakfast, including sponsorship solicitation
 - Coordinate other events as determined by annual fundraising plan
 - Solicit and secure sponsorships for GRDC activities and programs as needed

Communications:

- Develop and manage annual communications plan to communicate with residents, donors, funders, other stakeholders and the general public.
- Insure consistent, high quality communications through publication of quarterly newsletter, weekly e-newsletter, web site and social media.

Office Management:

- Ensure smooth functioning of basic office systems
- Coordinate relationships with tech support, office equipment and human resources vendors
- Manage scheduling of building use