

# ***Position Announcement: Detroit Catholic Pastoral Alliance Seeks Full-Time Executive Director to Lead and Grow a Multi-Faceted Nonprofit Faith-Based Institution in Detroit***

## **Background and Summary**

The Detroit Catholic Pastoral Alliance (DCPA) is seeking a passionate, multi-faceted and capable leader to serve as its Executive Director beginning in the Summer/Fall of 2024; to lead DCPA to its next chapter of growth as an effective and influential advocate for social justice, and an affordable housing leader in the City of Detroit. **DCPA is a unique city-wide faith-based alliance of Catholic parishes that provides a strong, unified voice for a Catholic presence in the Detroit region. DCPA is located in the Gratiot Woods neighborhood of Detroit, where a lot of DCPAs work is done.**

**Established after the 1967 Detroit rebellion and officially incorporated in 1990 by multiple Catholic Parishes in Detroit**, DCPA has successfully stopped the closing of Catholic churches in Detroit, protested the use of sweatshops by national retailers, coalesced with other groups to save a regional park, rallied on voters' rights, advocated for criminal justice reform and conducted scores of anti-racism training sessions. As part of its citywide ministry, DCPA also operates a Senior Network travel program and sponsors a Community Action Committee of parish members that focuses on social issues like the campaigns described above. DCPA also serves as sponsor and fiduciary for two affiliated nonprofits: Epiphany Center, a tutoring program; and Friends Of Returning Citizens, which advocates for criminal justice reform and assists returning citizens.

**In the Gratiot Woods neighborhood**, the vision is for the Gratiot Woods neighborhood to be a community of choice in Detroit. DCPA has a long track record of developing new and rehabbed affordable housing (over 30 single-family rehabbed and new homes; nearly 85 occupied homes repaired; over 130 units of rental housing and almost 35,000 square feet of commercial development). DCPA has also beautified and developed multiple parks, done community education and community engagement to counsel homebuyers and support home repair, organize block clubs, enable community clean-ups, plant trees and hold community gatherings. DCPA is also supporting the hoped-for reopening of the former 4-H Community Center.

DCPA currently has a **total staff of 2.5 FTE** (including the Executive Director) and operates out of its **headquarters at 9200 Gratiot Ave** in Detroit. The two line staff (1.5 FTE) are expected to retire in the next 1-3 years, providing an opportunity for the new Executive Director to work with the Board to assure that these staff peoples' work continues after they retire.

DCPA works currently with an **annual operating budget of \$500,000**. **DCPAs current funding sources are:** Foundations (Restricted and Unrestricted): 40% of budget; Earned Real Estate Developer Fees (Unrestricted): 48% of budget; Events and Dues (Unrestricted): 12% of budget.

This is a **salaried position allowing for flexible hours** to accommodate some weekend and evening work; but **requiring full-time dedication and focus**. **Salary: \$70,000-80,000** depending on experience and track record. **Benefits** include Paid Time Off and holidays; medical, dental, vision insurance; and short and long disability insurance through AFLAC.

## **Application deadline:**

**Submit your application cover letter and resume to: [info@dcpasite.com](mailto:info@dcpasite.com) with subject line: EXECUTIVE DIRECTOR**

## **Position Scope**

### **Top Priorities in the First Year:**

- ✓ **Recruit, support, organize and inspire a member-elected Board of Directors** consisting of member parish representatives plus Gratiot Woods resident representatives and other allies; to assure vibrant Board participation and active committees.
- ✓ **Facilitate necessary by-laws changes** to assure a fully representative Board of Directors.
- ✓ **Re-convene an Advisory Board**, to assure a strong group of supportive DCPA allies who can help with DCPAs fundraising, advocacy and housing work.
- ✓ **Create and carry out strategies to more fully engage with, and increase the number of, DCPA member parishes**, working with the Board and through the Community Action Committee and its volunteers.

- ✓ Assure that the **DCPA Strategic plan is up-to-date** and provides a pathway for coordinating and evaluating DCPA's work, and assuring continuous improvement. In this context, identify opportunities for DCPA to build on its track record and expertise to **grow its programming as a social justice advocate and a housing developer.**
- ✓ **Develop a long-term strategy to assure DCPAs housing, community engagement, and senior network activities continue and grow,** after the expected retirement of current DCPA staff in 1-3 years.
- ✓ **Engage an accounting/cash management firm** to remove it as a duty of existing staff and create internal controls/separation of financial duties.
- ✓ **Determine any necessary additional staff positions** to grow DCPAs work, and work to fund any new positions.

**Day-to-Day, Ongoing Expectations:**

- ✓ **Follow the vision and directives of the elected Board of Directors** and Executive Committee.
- ✓ **Through staff collaboration and effective supervision, assure the viability and growth of:**
  - **DCPAs housing and community engagement strategies through the Operations Director,** who currently carries out DCPAs housing development, property management and community engagement work;
  - **DCPAs Raising Hope senior program/Senior Network trips through the Senior Programs Administrator;**
  - **DCPAs Anti-Racism and Ministers Training, and other Urban Parish Coalition strategies, through the mobilizing/coordinating of committee volunteers** and staff to carry out these strategies.
- ✓ **Ensure that DCPA is fiscally sound** by:
  - overseeing the contracted functions of accounting/internal controls, cash management and payables,
  - assembling an annual budget for board approval and managing the budget for spending compliance,
  - maintaining insurance and tax compliance,
  - assuring an annual audit and all necessary follow-up on the results of the audit,
  - overseeing the fiduciary function for the two affiliated organizations.
- ✓ **Carry out fund development activities** including funder relationships, networking, grant development, and an annual fundraising event; and creating/managing robust systems for grant reporting.
- ✓ **Establish and maintain the use of digital technology for newsletter communications, donations, event registration,** website design and updates and other marketing and PR strategies by engaging a firm or contractor to carry out these activities.
- ✓ **Assure representation of DCPA at various funder and other gatherings and meetings.**
- ✓ **Ensure sound Human Resource practices** including recruitment, annual staff evaluations, staff support and development, and updated personnel policies.
  - Assure necessary personnel strategies in light of pending retirement of current staff
- ✓ Coordinate/staff/support the **Urban Parish Coalition** which handles Anti-Racism Training, Ministers' Training and other annual events involving the parish members.

<b>Position Qualifications</b>
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- ✓ **Practicing Catholic and/or strong familiarity with Detroit's Catholic community** and a deep belief in the power of the Catholic Church to contribute to positive change in Detroit.
- ✓ **A servant leader with a strong social justice organizing background and a commitment to serving the poor.**
- ✓ **A collaborative style of leadership with strong group facilitation skills.**
- ✓ **At least five years of non-profit leadership experience, expertise and positive track record** including **fundraising and revenue-generation, nonprofit budget management, nonprofit board development, nonprofit programming, nonprofit personnel management, event coordination and digital communication.**
- ✓ **A track record of growing non-profit organizations** and/or nonprofit programs and initiatives.
- ✓ **Experience, track record and proficiency with these additional executive skills:**
  - **staff leadership, accountability and delegation;** working in a collaborative office environment while assuring professionalism, accountability and adherence to job requirements;
  - **facilitating committees and groups to create and carry out social justice advocacy strategies,** sometimes working against the status quo;
  - **mobilizing and supporting volunteers** to help carry out DCPAs work, especially events.