



## Detroit Catholic Pastoral Alliance

### Job Posting Information

Detroit Catholic Pastoral Alliance (DCPA) is seeking an Executive Director with the passion and experience to lead the organization to achieve its vision and mission. The Detroit Catholic Pastoral Alliance is a multifaceted faith-based community development organization working to build equitable neighborhood development through affordable housing, youth leadership development, senior services, prisoner re-entry and supporting member parishes through the Urban Parish Coalition.

Submit application form [here](#) and upload cover letter, resume, writing sample and picture.

**Salary:** \$60,000-70,000

**Application deadline:** February 15, 2023

**Start date:** July 1, 2023

**Benefits:** Paid time off and holidays. Medical, dental, vision insurance and short and long disability through AFLAC.

### About Us

The Detroit Catholic Pastoral Alliance (DCPA) is a Community Development Corporation on Detroit's Eastside, committed to loving people and creating positive systematic change in the community. Established by 14 Catholic Parishes in the city of Detroit, the alliance is committed to equitable building of the city of Detroit, through programs such as affordable housing, youth leadership development and senior initiatives. We believe that transformation starts with people; therefore, our programs are participatory, equitable, and community driven.

As a parish collective, we not only strive to better the communities in which we serve, but work to bend the arc of justice in favor of all people.

Recent DCPA Accomplishments (2019-2022):



- 2022 Received the Generous Promise Grant to address low-income housing
- 2022 Received Thome Aging Well Senior Grant
- 2021 Began campaign to re-open the Brighter Detroit Community Center
- 2021 Partnership with the American Heart Association (Health/Housing Initiative)
- 2021 Gratiot Woods Alive Community Celebrations
- 2021 Opened the Milwaukee Junction Apartments
- 2019 Opened 9100 Gratiot

## Position Summary

The Executive Director (ED) will be an experienced community development professional and non-profit administrator, committed to serving the needs of residents in lower-income neighborhoods. The role of Executive Director requires strong leadership, audacious vision for philanthropy, and pragmatic implementation skills to bring that vision to life. The Executive Director will work closely with the Board of Trustees, staff, and consultants, to carry out or delegate the following responsibilities:

## Scope of Responsibilities

### *Board Governance*

- ❖ Lead DCPA in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- ❖ Communicate effectively with the Board and provide all information necessary for them to function properly and to make informed decisions.
- ❖ Develop, maintain, and support a strong Board; seek and build board involvement with strategic direction.
- ❖ Assist in supporting Board by advising and informing Board members, interfacing between Board and staff.
- ❖ Assist the Executive Committee of Board with agenda setting, and act as primary staff liaison to the Board of Directors.
- ❖ Assign, orient, and support other staff members to assist all Board Committees.

### *Program and Organizational Strategy, Planning and Evaluation*

- ❖ Collaborate with staff to supervise all DCPA programming such as community development, housing development, and church program support.
- ❖ Hire, orient, and manage staff to support the implementation and maintenance of DCPA programs.



- ❖ Conduct program and organizational evaluations to ensure delivery, and quality. Plan for short and long-term organizational and program development through team building, engaging staff and board members.
- ❖ Oversee development, implementation, and evaluation of strategic plan.
- ❖ Involve the community in planning and strengthen their role within the organization.

### *Grant Writing and Fundraising Events*

- ❖ Oversee fundraising activities.
- ❖ Develop long and short-term funding strategies including fundraising campaigns
- ❖ Develop and maintain relationships with other funders and donors.
- ❖ Create new opportunities and initiatives through business relationships.
- ❖ Establish robust systems for grant awards through application, review, award, distribution, and reporting.
- ❖ Respond to funders' requests and write progress reports.
- ❖ Monitor federal and state financial grants management and reporting requirements.

Oversee submission of new and continuation of existing grant applications

### *Communications, Marketing and Public Relations*

- ❖ Hire needed communications staff, contractors, and vendors
- ❖ Oversee website/social media communications and maintenance of such
- ❖ Develop a communications strategy for the DCPA.
- ❖ Develop, implement, and evaluate marketing and public relations plans.
- ❖ Build relationships with state and local social service providers.
- ❖ Represent the agency at local and state events.
- ❖ Identify opportunities to work in collaboration with other entities.

### *Financial Management, Accounting, and Business Management*

- ❖ Work closely with accountant to manage DCPA finances and budget.
- ❖ Ensure that DCPA is fiscally sound
- ❖ Assemble yearly budget with all parties and recommend for board approval.
- ❖ Manage budgets and cash flow.
- ❖ Ensure accurate payroll.
- ❖ Maintain insurance, tax and legal matters.
- ❖ Serve as liaison with accounting firm and oversee annual audit.
- ❖ Approve and expenditures according to budget.
- ❖ Analyze monthly financial statements for all grants and funds.



- ❖ Develop overall strategic financial plan/business plan.
- ❖ Oversee the timely submission of payment management status reports.
- ❖ Monitor contracts.

### *Human Resource Management and Personnel Administration*

- ❖ Give direction and provide leadership supporting DCPA's philosophy, mission, strategy, and annual goals and objectives
- ❖ Oversee recruitment, selection, motivation, training, and retention of staff.
- ❖ Set and communicate clear expectations through job descriptions, orientation, performance appraisals, and performance documentation.
- ❖ Administer and review/update personnel policies.
- ❖ Support ongoing professional development of staff.
- ❖ Train staff in administrative and personnel policies and procedures.
- ❖ Oversee the agency's compliance with civil rights and other laws.

### *Community Engagement*

- ❖ Engage with neighborhoods and businesses; organize and supervise meetings with community stakeholders, mass mailings and mass messages and canvassing initiatives.
- ❖ Coordinate with social media team/consultant to ensure the community is engaged online.

### **Position Requirements & Qualifications**

- ❖ 5 or more years in senior leadership experience, working with professional or non-profit organizations and their volunteer Boards.
- ❖ Demonstrates commitment to anti-racism, diversity, equity, and inclusion.
- ❖ Exceptional executive management and leadership skills,
- ❖ Demonstrates budget and financial management skills.
- ❖ Solid program planning and implementation skills.
- ❖ Community engagement experience.
- ❖ Exceptional written and oral communications skills.
- ❖ Experience working with the media (traditional and social media).
- ❖ Experience in fundraising and grant writing.
- ❖ Proficient with Office/Google Suite products, including Word, Excel and PowerPoint, as well as working in the online/ cloud environment.



- ❖ Enthusiasm for challenging status quo; willing to challenge institutions and oppressive structures to promote social justice-minded people and expose biases and racism.
- ❖ Demonstrates track-record of collective decision-making, consensus building – exceptionally skilled at building common ground around contentious issues.
- ❖ Bottom-up leadership style, rather than top-down.
- ❖ Prioritizes interests of organization over self-interests

## Work Environment

This position operates in an office, and in the community and environment. The office is at DCPA's Headquarters, 9200 Gratiot Ave. (in the Gratiot Woods Community). This position is full-time, with flexibility and will require some weekends and evenings.

## Other Duties

This job description does not cover or contain a comprehensive listing of activities, duties, or responsibilities required of the Executive Director. Duties, responsibilities, and activities may change as needed.

## Compensation

Salary range for this position is \$60,000 to \$70,000 and includes health benefits.

## How to Apply

Electronic applications only will be accepted. Please use our [online application](#) to load your cover letter, resume, writing sample and picture.

**Application deadline: February 15, 2023**

*The Detroit Catholic Pastoral Alliance is an equal opportunity employer and is committed to embracing the diversity of people, beliefs and ideas that make up a fair and just society. Applicants from diverse communities are encouraged to apply.*