

Executive Director Posting

In 1993, a coalition of pastors agreeing that their community would experience a more significant impact with a unified effort founded Central Detroit Christian Community Development Corporation (CDC). The coalition initially developed four focus areas—youth programming, job training and development, housing, and meeting the direct needs of the community. Programming started the following year, in 1994.

Our vision is this,

“Once again, men and women of ripe old age will sit in the streets, each of them with a cane in hand because of their age, telling stories to one another. The city streets will be filled with boys and girls playing there.” Zachariah 8:4–5

Through education, employment, and economic development, our mission is to support individuals in reaching their highest potential while transforming the community to be a place of Shalom—peace and wholeness. Our community-based approach means that most staff and at least one-third of the board members live in the community. To meet our chosen goals, we

- Implemented numerous educational programs;
- Developed 17 businesses (seven continue to be CDC-run) that employ up to 36 community members;
- Provided extensive housing counseling services for families in tax or mortgage foreclosure;
- Supported first-time homebuyers in getting educated about finances and financing;
- Developed several housing projects with two units under construction and 97 more in the pipeline; and
- Provided for direct needs in the community by sponsoring outreach events.

Position Description

This position is one of service—service to the community, staff, and one’s faith. Here is the opportunity to live what you believe, to put your faith into action. This role offers the right person the unique opportunity to live and serve in one of Detroit’s lowest household income areas.

The executive director leads the Central Detroit Christian Community Development Corporation (CDC). He or she oversees its administration, fundraising, finances, programs, community outreach, communications, and strategic planning. The position reports to the Board of Directors and lives in the community.

Central Detroit Christian CDC Executive Director Posting

Responsibilities

Strategy, Program, and Service Delivery

- Develops strategies to realize the vision for the organization with the Board and guides CDC toward it;
- Oversees the development, promotion, and delivery of programs, products, and services while focusing on quality; and
- Responsible for the strategic planning process to ensure that CDC can successfully fulfill its mission and realize its vision in the future.

Human Resources Management and Administration

- Manages the organization's human resources according to approved personnel policies and procedures that comply with current laws and regulations;
- Leads day-to-day operations;
- Develops leaders within the organization and the talents of others; and
- Responsible for hiring, evaluating, managing, and terminating staff.

Fundraising and Financial Management

- Oversees all fundraising plans and implements them;
- Accountable for identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals, and administering fundraising records and documents;
- Recommends a yearly budget;
- Manages the organization's resources within established budgetary guidelines;
- Responsible for the organization's fiscal management and its integrity; and
- Ensures optimal resource utilization and maintenance to place it in a favorable financial position.

Community, Communications, and Public Relations

- Assures the organization and its mission, programs, products, and services are presented to stakeholders in a strong and positive image;
- Promotes CDC's image by being active and visible in the community, the City of Detroit, and the region; and
- Works closely with nonprofit, professional, civic, and private organizations.

Board Administration and Support

- Supports the operations and administration of the Board by advising and informing Board members;
- Interfaces between Board and staff;

Central Detroit Christian CDC Executive Director Posting

- Works with the Board chair to make recommendations on new Board members;
- Supports the Board's evaluation of the executive director; and
- Responsible for communicating with the Board by providing information necessary for it to function properly and make informed decisions quickly and accurately.

Personal Attributes & Professional Qualifications

Personal Attributes

- As the leader of a Christian Community Development Association member organization, the executive director shall demonstrate incarnational ministry by living in the central Detroit community;
- Participation in the local church is necessary, i.e., within city limits but preferably within the central Detroit community;
- Is a person who loves people; and
- Is transparent with a high degree of integrity.

Professional Qualifications

- Has a minimum of five years of demonstrated formal ministry experience;
- Exhibits strong servant leadership skills;
- Holds a Bachelor's degree with graduate work preferred;
- Has solid, hands-on budget management skills, including budget preparation, analysis, decision making, and reporting;
- Has strong organizational abilities, including planning, delegating, developing programs, and executing tasks;
- Able to convey a vision of CDC's future to staff, Board, volunteers, and donors;
- Knows fundraising strategies and donor relations unique to the nonprofit and faith-based worlds;
- Has strong written and oral communication skills;
- Able to interface and engage diverse volunteer and donor groups;
- Effective at public speaking;
- Able to work with people; oversee and collaborate with staff;
- Can work with ambiguity and uncertainty; and
- Has business experience and an inclination towards entrepreneurial or social innovation.

Benefits

This full-time position includes paid time off, healthcare insurance options, and the opportunity to participate in a 403(b) retirement plan.

Please mail your cover letter and résumé to Central Detroit Christian Community Development Corporation, Attention: Lisa Johanon, Interim Executive Director, 1550 Taylor Street, Detroit, MI 48206, or send them via email to ljohanon@centraldetroitchristian.org.