



Joy Southfield Community Development Corporation's (JSCDC) goals center around social determinants of health by representing, strategizing and implementing community development in Detroit's seventh district. We promote social cohesion, and sense of place, while reinforcing healthy lifestyles. For nearly 20 years, we have been successful in designing, deploying and sustaining neighborhoods in west Detroit. Bringing together the voices, expertise and resources to support residents and business in building a healthy and thriving community.

Executive Director – JOB DESCRIPTION

JOB SUMMARY: The Executive Director ensures the development and implementation of JSCDC's goals and strategic plans to advance the organization's vision and mission. The executive director ensures that JSCDC is fiscally sound and that its internal and external communications, advocacy, outreach, programs and fund development meet its current and emerging needs. The Executive Director is responsible for motivating and facilitating a high-performance leadership team.

The Executive Director position shall be filled and governed by contract and confirmed by election of the Board of Directors. The Executive Director shall be an ex-officio member of the Board of Directors and the Executive Committee. The candidate must have a strong background in fund development and community health.

Leadership and vision

The Executive Director will:

- Establish and implement a clear vision for the continued growth of JSCDC and long-term fiscal viability that is consistent with JSCDC's mission, values, and strategic plan.
- Lead JSCDC fund development strategy to diversify and increase the number of funders and manage grant opportunities.
- Initiate and strengthen relationships and collaborations that will advance JSCDC's mission and purpose.
- Work in partnership with the board and staff to implement policies and initiatives approved by the Board of Directors,
- Oversee strategic planning and ensure that strategies employed are consistent with JSCDC vision, mission, values and goals.
- Work with leadership and community engagement staff to serve as a visible and effective spokesperson for the organization, and represent the organization in the media as needed.

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- Remain current with trends, research, strategies, and initiatives in community and public health related fields.

Board relations

The Executive Director will:

- Support the Boards strategic planning process.
- Lead the staffs strategic planning process to implement the vision, mission, values established by the Board.
- Ensure the Board is regularly briefed on staff strategic planning and implementation of the objectives and strategies to advance the vision, mission and values of the organization.
- Work with the Board to identify and help recruit new members based on criteria established by the Board that is consistent with JSCDC's mission and values.
- Regularly brief the Board on the status of the organization's operations and finances.
- Develop organizational budgets and financial reports for Board review and approval.
- Prepare materials for Board meetings and ensure Board records are maintained.
- Ensure financial records are available for regular review by the Treasurer, and by other board members when requested.

Management, Finance, Administration, Program

The Executive Director will work with the JSCDC's leadership team and other staff, as required, to ensure that:

- JSCDCs programs and operations have oversight and that sound fiscal controls are in place.
- Program design, implementation and work plans are established that advance the strategies established in the strategic planning process.
- Communications reflect JSCDC's mission, values, and strategic plan.
- Day-to-day JSCDC operations are professionally and efficiently organized and administered.
- Effective systems of internal communications and coordination are in place.
- Staff members are recruited and trained in a manner consistent with JSCDC's mission, values and policies.

Qualifications and Demonstrated leadership skills:

- **A B.A or M.A. in a relevant field and/or at least seven years of senior management experience.**
- Is able to motivate others through situations both good and challenged; recognizing and acknowledging successes.

- Willingness to make a significant commitment to a growing organization with ambitious long-term goals.
- Personally committed to advancing JSCDC's mission, values, goals and programs, with and understanding of the range of social justice and related community investment issues and their implications.
- An established track record of excellence in organizational management with the ability to manage staff, develop high-performance teams, set and achieve strategic objectives and manage a budget.
- Proven problem-solving, strategic planning, fund development and financial management experience in the private, not-for-profit, or public sectors.
- A team player with the commitment and ability to lead in an equitable, collaborative work environment that supports and develops talent internally.
- The ability to work with diverse groups and constituencies; experience creating and maintaining partnerships and collaborations.
- The credibility and experience to connect JSCDC to resources and opportunities outside the organization; a successful track record of raising money from a variety of sources, especially foundations.

To Apply

Interested Candidates should send resume to: Interim Executive Director, Danielle Hilliker dhilliker@joysouthfield.org by September 17, 2021. Please include cover letter, resume and references.

Compensation and benefits

Salary range from \$55,000-\$65,000. Currently this position offers generous leave time, paid holidays, and a flexible schedule. No other benefits included.

JSCDC considers all qualified applicants and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, prior record of arrest or conviction, citizenship status, current employment status, or military/veteran status in employment.