

Director of Operations

Position Profile

March 2024



Alliance Overview

The Community Development Alliance (CDA) is a coalition of residents, funders, implementors, and other allies from the public and private sector advancing racial equity by providing a quality affordable home for every Milwaukeean. CDA focuses on systemwide collaboration by implementing the five elements of collective impact: (1) Common Agenda, (2) Shared Measurement, (3) Mutually Reinforcing Activities, (4) Continuous Communication, and (5) Backbone Organization. CDA creates new systems that are too complex for one entity to handle by themselves. In 2021, CDA led the first Collective Affordable Housing Plan adopted by the City, County, and several funders and implementors. In 2022, CDA raised more than \$24 million to support Black & Latino Homeownership. In 2023, CDA launched an Acquisition Fund to buy homes away from predatory investors and return them to homeowners, an Entry Level Homes on Vacant Lots strategy with more than 150 homes in the pipeline, and downpayment assistance for more than 600 families per year.

CDA’s offices are located in the Homeownership Lab, located at 3800 W. Lisbon Avenue, Milwaukee, Wisconsin. All CDA staff work in hybrid roles, with 2 days in person at the Homeownership Lab each week, and the remainder virtual.

CDA’s current priorities are:



Grow homebuyer counseling & down payment assistance (DPA)



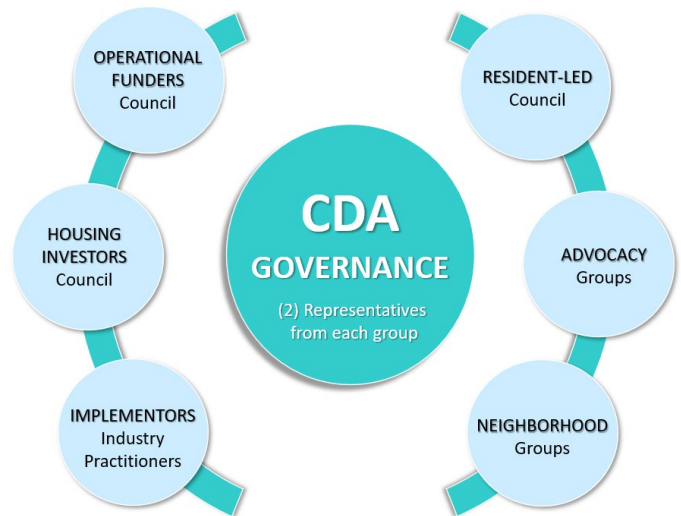
Acquisition Fund to combat predatory acquisition



Vacant Lots to 1st Generation Homes



Alternative lending based on rental history and 40 – 60% debt-to-income



Position Overview

CDA is seeking a passionate and project management oriented individual who will develop, document, implement, monitor and update internal organizational processes. The Director of Operations will be a dynamic leader who can collaborate with coworkers, outside vendors, and funders to streamline processes. The position reports to the Chief Alliance Executive. This is an outstanding opportunity to play a critical role in creating a more equitable housing system in Milwaukee ensuring that every Milwaukeean has access to a safe, affordable home. Therefore, first and foremost, the Director of Operations must be committed to the mission, values and overarching goals of CDA and the [Collective Affordable Housing Plan](#).

This is a hybrid position which includes at least two days a week in office, together with various in person meetings throughout the Milwaukee Area.

Responsibilities

Internal Systems

- Manage internal systems over time to include best practices processes on:
 - Managing and tracking funding opportunities and commitments
 - Managing and tracking expenditures (with support of CDA Accountant)
 - Orientation and training for allies, staff and board members
 - Personnel policies (with support of CDA Professional Employment Organization (PEO))
 - Information Technology policies (with support of outside consultants)
 - Insurance reviews (with support of CDA Insurance Agent)
 - Facilities sharing agreements at the Homeownership Lab
 - Contracts processes (with support of CDA attorney)
 - Balanced Score Card and annual updates; (together “Internal Systems”)
- Work with outside consultants to develop, document, implement, monitor and update Internal Systems

Liaison to Administrative Vendors

- Develop and maintain relationships with CDA’s administrative vendors: CDA Accountant, CDA Attorney, CDA PEO, CDA Insurance Agent, etc.
- Assist accountant with annual audit
- Technical updates to website and SharePoint Site

Contracts & Grant Reporting

- Process all contracts through DocuSign, and maintain all files related to contracts and grants
- Prepare all grant reports
- Prepare and monitor dashboards for contract management and grant bench marks

General Administration

- Schedule multi-party meetings on behalf of Chief Alliance Executive
- Assist CDA CAE in preparation of Board Materials and keep minutes of all meetings
- Support CDA Event planners in the production of CDA Events, including quarterly meetings, annual conferences, neighborhood tours, etc.
- Primary responsibility for maintaining the CDA Dashboard for communication, transparency and accountability.

Qualifications and Experiences

- Relevant experience in racial equity, community development and/or equitable housing areas.
- Experience in developing, documenting, implementing, monitoring or updating internal organizational systems.
- Experience with project management, contracts, grant reporting or other general administration.
- Outstanding communication, interpersonal and relationship building skills.
- Comfort with ambiguity and ability to thrive in a fluid, start-up, entrepreneurial environment.
- This posting intentionally does not require a bachelor’s degree in an effort to [Tear The Paper Ceiling](#).
- We recognize that no one candidate is likely to possess immediate knowledge on all job responsibilities and look forward to investing in continued training for the successful candidate.

INSTRUCTIONS FOR APPLICANTS

Please submit all items below, combined into one PDF document with a file name in the format “[First Name] [Last Name] – Director of Operations Application, at www.housingplan.org/joinourteam no later than **5:00 p.m. CT on Friday, April 12, 2024**: A letter of interest describing your qualifications for this position, addressed to: Teig Whaley-Smith, Chief Alliance Executive, Community Development Alliance, 3800 W. Lisbon Ave., Milwaukee, WI 53208; a detailed and updated resume; and the names of, your relationship to, and the contact information for, three professional references. Questions may be emailed to ideas@housingplan.org.

Please note:

References will not be contacted until a candidate has been notified; All offers of employment are contingent upon clear results of thorough background checks; All inquiries and interactions with potential candidates are kept in strict confidence.

The compensation range for this position is \$75,000 - \$85,000/year. Other benefits include a 3% 401K contribution and a healthcare insurance stipend.

CDA utilizes a professional employer organization as employer of record and for payroll and 401K administration.

The Community Development Alliance honors the diversity and dignity of all people. We place emphasis on integrity and advancing solutions that are effective and just. Racial equity and inclusion guide where we lead and follow to support and collaborate with the community. CDA celebrates difference and commits to work with urgency and purpose to purge racism from our foundation and society’s systems and topple hate and discrimination in all its forms. CDA is an equal opportunity employer and encourages people of all backgrounds to apply.

