

Deputy Director

Position Profile

May 2025



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. Since then, CDA raised more than \$30 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



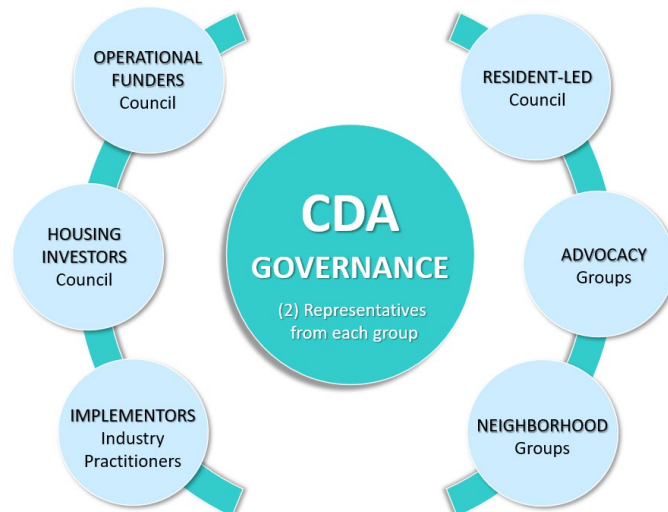
Vacant Lots to 1st Generation Homes



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



Policy to protect families vulnerable to displacement



Position Overview

CDA is seeking a passionate and project management oriented individual who will serve as deputy director for the alliance. The Deputy Director will be a dynamic leader who can collaborate with a broad range of allies to develop and implement new construction strategies for additional homeownership opportunities in Milwaukee. The Deputy Director will also be assigned to lead important organizational and strategic efforts that would otherwise be assigned to the Chief Alliance Executive. 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 Deputy Director 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 Milwaukee, and occasionally in other areas of Wisconsin.

Responsibilities

Project Management of New Construction initiatives

- Project manage New Construction Strategy Teams in partnership with neighborhood resident lead organizations for homeownership strategies.
- Establish, facilitate, and execute effective and open communication with New Construction Strategy Teams.
- Recruit implementation and funding partners in partnership with lead organizations
- Coordinate resident collaboration on new construction projects in partnership with CDA Director of Resident Collaboration
- Prepare funding applications in partnership with lead organizations
- Work with public officials to secure land for homeownership strategies in partnership with lead organizations
- Prepare Tax Incremental District (TID) application in partnership with lead organizations and navigate through the public approval process.
- Coordinate media events in partnership with lead organizations and Communication Vendor (e.g. ground breakings, ribbon cuttings, etc.)
- Negotiate lending, bonding, grant agreements, and other legal documents on behalf of CDA in partnership with Legal Vendor.
- Problem solve all issues together with project partners.
- Develop and manage project charters and dashboards for accountability.
- Provide regular reports on progress against goals and indicators.

Special Organizational Tasks

- Serve as project manager of various internal processes as assigned by the Chief Alliance Executive, such as staff, board and ally orientations.
- Facilitate staff meetings in the absence of Chief Alliance Executive.
- Primary contact for staff in the absence of Chief Alliance Executive.
- Develop and manage project charters and dashboards for accountability.
- Provide regular reports on progress against goals and indicators.

Special Strategy Tasks

- Serve as project manager of various strategy initiatives as assigned by the Chief Alliance Executive, such as expanding collective impact to include critical home repair, researching new policies in partnership with CDA Director of Policy, or other important strategic initiatives.
- Preparation and presentation on regional and national presentations. Occasional national travel may be required.
- Primary contact for partners in the absence of Chief Alliance Executive.
- Develop and manage project charters and dashboards for accountability.
- Provide regular reports on progress against goals and indicators.

Qualifications and Experiences

- Relevant experience in racial equity, community development and/or equitable housing areas.
- Experience in navigating community, government, organizational, and corporate relationships and systems.
- Demonstrated commitment to authentic resident and community collaboration.
- Strategy and planning skills, including an ability to think strategically at systemic levels over multi-year horizons.
- Strong facilitation and presentation skills before multiple types of audiences.
- Experience with project management.
- Experience with staff management.
- Experience negotiating complex legal transactions.
- Experience in the development of real estate, particularly homeownership opportunities
- 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 or have experience in all areas. We look forward to investing in continued training for the successful candidate.

INSTRUCTIONS FOR APPLICANTS

Please submit the following as separate PDF Files “[First Name] [Last Name] – [Document Name]”, at www.housingplan.org/joinourteam no later than **5:00 p.m. CT on Friday, May 23, 2025**:

- (a) 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;
- (b) A detailed and updated resume;
- (c) 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 \$95,000 - \$120,000/year. Other benefits include a 3% 401K contribution and a healthcare benefit.

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.