



NOW HIRING: EXECUTIVE DIRECTOR

STATUS:	Full-time, Exempt
SALARY:	Minimum \$80,000, higher based on experience and qualifications
LOCATION:	Milwaukee, WI

Are you ready to lead an impactful, grassroots non-profit in its next phase of growth and excellence? Are you passionate about neighborhood development and able to bring adaptive and empowering leadership to our operations? VIA CDC, one of Milwaukee's preeminent community development organizations, is looking for an Executive Director who will deepen VIA's impact in Milwaukee neighborhoods.

WHO WE ARE: [VIA CDC \(formerly Layton Boulevard West Neighbors, or LBWN\)](#) is an innovative, asset-based community development corporation that is a partner in building strong, healthy neighborhoods where we all can thrive. For over 25 years, VIA has been a leader in housing, economic development and community building strategies to ensure that every place equips every person to reach their full potential. We are anchored on Milwaukee's near South Side, surrounding the [neighborhoods](#) of our foundresses, the School Sisters of St. Francis (Burnham Park, Layton Park & Silver City). Since 1995, VIA has invested and leveraged more than \$52 million in neighborhood improvements and has grown in size, budget and impact. Our financial position, our team, and our network of partners and supporters are strong. Opportunities to make a difference abound for VIA's next leader.

WHAT YOU'LL DO: VIA CDC is seeking its next Executive Director to lead our comprehensive community development efforts, in partnership with the Board of Directors. Together with [the team](#), you will foster a values-based, grassroots, participatory work culture in which all team members are empowered to accomplish VIA's mission. You will be our key strategist and operate from [VIA's core values](#), which include: building from strengths, listening to those most impacted, addressing systemic injustices, working as a team and focusing on results. With the ongoing pandemic, you will also adapt and direct appropriate strategies to ensure VIA can effectively develop affordable housing, support small businesses and build community wellbeing. In support of VIA's broader goal of building strong, healthy neighborhoods where everyone can thrive, the Executive Director will lead:

Program Development & Community Impact

- Ensure that VIA's strategies are informed by those most impacted, using VIA's core values of *listening* and being *community-led*
- Ensure alignment of VIA's work with the [Quality of Life \(Neighborhood Action\) Plan](#) for our anchor neighborhoods
- Drive VIA's short and long-range strategic planning to achieve its mission, working in partnership with staff to set and measure goals for housing, economic development and community building strategies
- Maintain working knowledge of developments and trends in the community development field
- Steward and oversee the establishment of cooperative relationships with community groups, elected officials, philanthropic organizations, businesses, and other community partners

- Ensure positive visibility of the organization and public relations

Financial Management & Fund Development

- Ensure compliance with and execute all legal and financial contracts
- Provide strategic financial direction and support the Finance Manager to maintain sound financial practices, internal controls and financial planning
- Understand financial measurements to promote performance and growth of budget and assets
- Work with the staff and board in preparing and adhering to annual budgets with a focus on maintaining financial stability, transparency, and revenue growth
- Seek and cultivate relationships to increase financial support for implementation of VIA's work
- Ensure that funds are available to carry out VIA's mission and a sustainable, multi-year budget through fundraising, grant writing, and earned revenue

Human Resources & Administration

- Attract, lead, retain, inspire and develop a diverse team of professionals committed to achieving mission-aligned results
- Follow and evolve human resource practices and policies to ensure they are equitable and inclusive
- Oversee and implement appropriate resources to ensure effective organizational operations (e.g. negotiate employee benefits, adopt new technology tools, etc)
- Ensure effective management structure that prioritizes ongoing feedback, guidance, cross-training and professional development

Real Estate Development

- Provide support and leadership to the Real Estate Development team to ensure that [Turnkey Homes](#) and other future developments achieve neighborhood impact and earned revenue goals
- Strategize ways to grow real estate portfolio in alignment with community vision and execute all property sales and acquisitions
- Secure and/or develop new VIA offices to be more visible and accessible in the community
- Serve as President of VIA's affiliate LLCs, overseeing and managing existing multi-family, mixed-use, and scattered-site developments (49 units) in conjunction with outsourced management firms

Board Governance

- Ensure the board has the appropriate information to govern the organization's mission, impact and fiduciary commitments through clear and consistent communication
- Work with the Chair and other leaders on bi-monthly board meetings and regular committee meetings
- Provide leadership to attract board members that are representative of the community and have the ability to govern and support VIA's mission

WHO YOU ARE

You are able to demonstrate and wow us with examples of how you excel in:

- Designing and implementing community development, housing, real estate development, economic development, or other related strategies that improve quality of life (especially for people and places that have been historically, institutionally disadvantaged)
- Using relationship-building and cultural humility to collaborate with diverse constituencies (neighbors, staff, board members, community leaders and donors)
- Leading and problem-solving with strong interpersonal and emotional intelligence skills
- Financial acumen, including budgeting, analysis and decision making
- Using systems-thinking to effect positive change

Other requirements include:

- Excellent oral and written communication skills; effective listening skills and the ability to represent the organization
- Experience, training and/or education in nonprofit, government, or corporate leadership

- Supervisory, project management, financial management, fund-raising experience
- Exceptional planning, organizational and time management skills
- Embracing technological tools to manage staff & their work, fundraise, increase impact, etc.
- Willing to work flexible hours, including occasional evenings and weekends
- Must reside in the City of Milwaukee (if not already, within six months of hire)

Preferred but not required:

- Bilingual fluency in English and Spanish
- Lived experiences in VIA's anchor neighborhoods and/or similar to those of the community VIA serves
- Education in Nonprofit Management, Community Development, Urban Planning, or a related field
- Fundraising and grant-writing experience
- Experience with Milwaukee political, government, community stakeholders, and the media

BENEFITS

Starting with 21 days Paid Time Off + 10 holidays (of your choosing) annually, flexible hours, retirement/pension account with employer match, 100% covered short/long-term disability and life insurance, 75% employer-paid health/vision/dental insurances; and professional development stipend.

WORK SETTING

Due to the COVID-19 pandemic, most VIA staff are working hybrid in home/office. Our offices are available for work but staff are allowed to work from home for the time being. The Executive Director, in partnership with staff and board, will determine a more concrete plan to return to the offices as appropriate. In compliance with our funding and contracts, VIA is a drug-free workplace.

APPLICATION INSTRUCTIONS

To ensure full consideration for the position, all application materials must be received by December 31, 2021; however, this position will remain open until filled by the right candidate. Please send your resume and cover letter that tells us why you should be VIA's Executive Director to: Marjorie Rucker, chair@viacdc.org.

TIMELINE



BACKGROUND CHECK:

A criminal background will not automatically eliminate you from consideration. A criminal history background check will be conducted on the final candidate prior to beginning employment.

VIA CDC prioritizes equity and inclusion. We are an equal opportunity employer and we strongly encourage Black, Indigenous, people of color, women, members of the LGBTQIA+ community, and others who identify with underrepresented groups to apply.

