

Chief Alliance Executive

Position Profile

December 2021



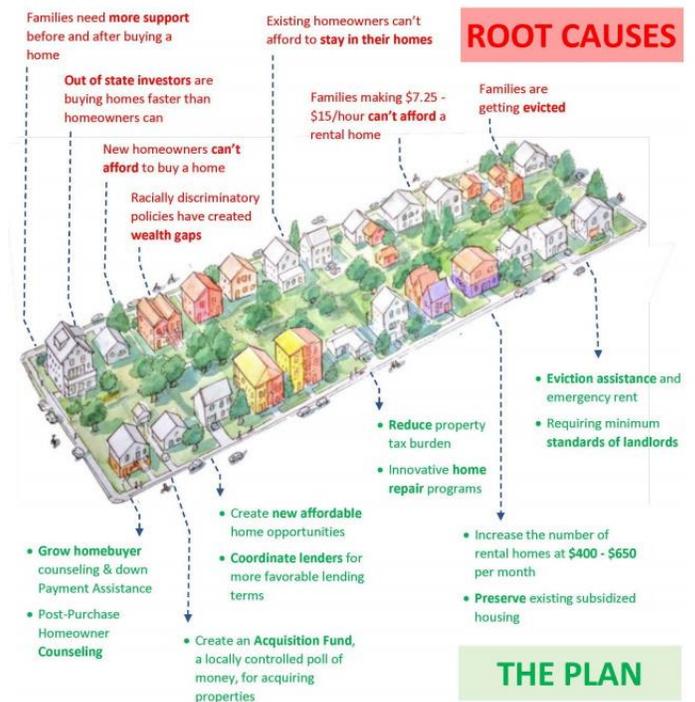
Alliance Overview

Founded in 2011 by a group of committed local funders and community development intermediaries, Community Development Alliance (CDA) is a vehicle for cross-sector collaboration to improve the quality of life in the city of Milwaukee neighborhoods. In 2020, CDA adapted its efforts to advance racial equity by focusing on quality, affordable housing for all city of Milwaukee residents. It seeks to drive collective action on the implementation of affordable housing strategies in the city of Milwaukee. In August 2021, CDA completed a housing plan, the Collective Affordable Housing Strategic Plan www.housingplan.org. CDA seeks to drive collective action on the implementation of the Plan's affordable housing strategies in the city of Milwaukee

To support its focus on affordable housing, CDA restructured to form an executive committee, program committee, funder's council, and implementation teams to drive progress and accountability. Quarterly meetings offer educational, networking, and collaborative opportunities to advance the housing plan and neighborhood improvement efforts in Milwaukee.

The Housing Strategy identifies priority focus areas to address systemic inequities causing significant gaps in the city's affordable housing system. These include:

- Addressing the Black and Hispanic homeownership gap by producing additional units, promoting home ownership, and assisting residents through the purchasing process.
- Maintaining existing Black and Hispanic homeowners through homeownership preservation and anti-displacement programs.
- Increasing the supply of quality, affordable housing units for residents earning between \$7.25 - \$15 per hour.
- Identifying ways to preserve existing units for residents earning between \$7.25 - \$15 per hour, as well as anti-displacement and eviction reduction strategies.



Position Overview

CDA is seeking a passionate and entrepreneurial individual who will develop an implementation plan to identify key priorities for collective action as the next major milestone for CDA. The Chief Alliance Executive will be a visionary, dynamic leader who can grow and lead the work, facilitate the collective success of this city-wide effort, and serve as a public ambassador. They will also drive CDA's strategy, membership structure, communications, community engagement, and data functions. Initially, the Chief Alliance Executive will be the sole staff person but that will change as CDA team is likely to evolve over time. The Chief Alliance Executive will manage any contractors, including the project manager. The Chief Alliance Executive will ultimately be responsible for recruiting and hiring top talent, building, and managing a highly functioning team, and report to the CDA Executive Committee. 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 Chief Alliance Executive must be committed to the mission and overarching goals of CDA and the Housing Plan.

Advancing racial equity. Focusing on quality, affordable housing for all city of Milwaukee residents.

Responsibilities

Leadership and Oversight

- Provide visionary, adaptive leadership, modeling CDA's guiding values and foster a culture that reflects them.
- Establish, facilitate, and execute effective and open communication with internal stakeholders.
- Develop systems to share organizational decisions with CDA Executive Committee and membership.
- Identify capacity gaps and create plans that acknowledge and plan for possible organizational growth.
- Maintain understanding of implementation challenges and develop comprehensive solutions to address them.
- Develop policy, advocacy, and funding recommendations with CDA Executive Committee and workgroups.
- Provide direction and support to partner organizations in aligning their work with the Housing Plan.
- Act as a neutral arbiter and help resolve differences in direction among workgroups and Executive Committee.
- Provide regular reports on progress against goals and indicators.

Funder Relationships and Communications

- Identify potential funding sources to support CDA's goals and priorities:
- Oversee grant writing and CDA grant reporting to funders as required.
- Provide support and guidance to partner organizations in aligning resources to Housing Plan agenda (e.g., supporting identification of grant opportunities that align CDA / Housing Plan goals).
- Track all CDA / Housing Plan funding, including funds from partner organizations; and
- Develop relationships with potential funders and participate in relevant networks.
- Communicate the objectives of CDA to the community and potential partners.
- Facilitate communication between CDA partners and local housing organizations to ensure alignment of activity.
- Create or manage creation of yearly summary reports of CDA progress for Executive Committee, Program Committee, CDA Members, and external audiences.
- Develop communications materials, press strategies, and social media strategy as CDA evolves.

Stakeholder Engagement and Community Partnerships

- Build CDA's identity as a respected, neutral convener among a broad spectrum of local stakeholders.
- Cultivate excellent working relationships with senior education and community leaders involved in this initiative in a way that can inspire collective action without formal authority.
- Ensure effective facilitation of all Committees and Work Group and meetings; Provide regular reports on group progress against goals and indicators.
- Work with implementing agencies to provide information to support their grant applications.
- Help identify and recruit additional cross-sector stakeholders to participate in CDA's work.
- Oversee development of city-wide strategies that will drive transformative change in the affordable housing sector.
- Coordinate research and other activities with partners to minimize redundancies and to align strategies and actions.
- Oversee the development and implementation of a shared measurement system that will track outcomes and indicators across the initiative and use results to inform learning and continuous improvement.
- Coordinate with other projects and coalitions in the affordable housing field to maintain a full understanding of the current landscape of local and regional activities; integrate their work into Steering Committee and workgroup processes.

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Outcomes: Data Collection, Analysis, and Reporting

- Coordinate indicator refinement with Workgroups and Executive Committee; Ensure partners are aware of targets and indicators.
- Create or manage yearly summary reports of CDA progress for Executive Committee and external audiences.
- Establish and maintain appropriate systems for measuring operational management.
- Select, contract with, and overseeing work of consultants as appropriate (e.g., data management, communications, resident engagement, grant writing, etc.).
- Monitor and report on operational issues, opportunities, and achievements.
- Identify improvements in use of data-driven decision-making.
- Ensure that data is collected, integrated, and communicated effectively across the organization.



Qualifications and Experiences

- Relevant experience in the community development and/or equitable housing areas.
- At least 3 years' experience managing teams in a fast-paced and high-growth nonprofit, social enterprise, or business start-up environment
- Experience in navigating funder relationships, communication, and compliance.
- Deep understanding of the affordable housing sector, funding mechanisms, and policies
- Demonstrated commitment to authentic resident and community engagement
- Advanced strategy and planning skills, including an ability to think strategically on both organizational and systemic levels over multi-year horizons
- Strong facilitation and presentation skills before multiple types of audiences
- Experience with complex project management and stakeholder engagement
- Strong data analysis acumen and ability to oversee complex shared-measurement systems
- Track record of leading, inspiring, and developing high performing teams
- Outstanding communication, interpersonal and relationship building skills.
- Comfort with ambiguity and ability to thrive in a fluid, start-up, entrepreneurial environment

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INSTRUCTIONS FOR APPLICANTS

Please email all items below, combined into one document, to CDA@leadingtransitions.com no later than **1:00 p.m. CT on January 3, 2022**: A letter of interest describing your qualifications for this position, addressed to: Mindy Lubar Price, Leading Transitions LLC, 1345 North Jefferson St., Suite 350 Milwaukee, WI 53202; a detailed and updated resume; and the names of, your relationship to, and the contact information for, three professional references.

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 \$110K - \$150K.

CDA will be using a professional employer organization as employer of record and for payroll administration until the Chief Alliance Executive develops long-term organizational structure.

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.



Leading Transitions is committed to the vitality of mission-based, nonprofit, philanthropic and community-centered efforts and organizations, and their leaders. The firm's inclusive practices provide the flexibility and creativity necessary to adapt to the intricacies and dynamics of any community. We believe that periods of change are transformational and bring great new opportunities.

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