

**Position:** Deputy Executive Director  
**Reports to:** Executive Director

**Purpose:** The Racine Revitalization Partnership (RRP) is a collaborative not-for-profit Community Based Development Organization (CBDO) and Community Housing Development Organization (CHDO). Our mission is to build a better Racine through the social, physical, and economic revitalization of our neighborhoods in Racine County, WI. Our work is focused on Racine's Uptown neighborhood.

**Qualifications:**

- Four years or more experience in non-profit management with a background in community and/or housing development.
- Competence in development finance, including working knowledge of private and government financing programs, grant writing, and grant administration; hands-on real estate development experience is a plus.
- Ability to raise funds, public outreach, and strong communications skills
- Strong analytical, organizational, financial, and leadership skills.
- Ability to prepare and present concise and effective written reports.
- Strong oral and written communication skills.
- Ability to plan, assign and supervise the work of those under supervision and of volunteer boards and committees.
- Valid driver's license and ability to be insured.
- Demonstrate maturity and sound judgment; possess unquestioned integrity and ethical standards.
- Ability to work with community and governmental leaders effectively.
- Ability to network and operate effectively in a political environment and deal with a broad range of divergent constituencies.
- Ability to take initiative, work independently, and balance multiple tasks.
- Ability to appropriately handle confidential information.
- Ability to manage work time and to be flexible with work hours and assignments.
- Working knowledge of appropriate computer software such as: Microsoft Office including Word, Excel, PowerPoint, Outlook.
- Working knowledge of basic office equipment such as laptop computers, tablets, copiers, etc.
- Willingness to learn new skills as necessary and implement those skills.
- The ability to speak Spanish is a plus.

**Responsibilities:**

The Deputy Executive Director assists the Executive Director in managing RRP's operations including, but not limited to: helping to create, maintain, and update a community and economic development vision for the organization; developing and pursuing programs to accomplish that vision; and securing and administering the funding required to implement those programs. The Deputy Executive Director may be required to act on behalf of the Executive Director in his/her absence.

## **Administrative Management**

- Serves as staff for all standing committees and the Board of Directors.
- Expend best efforts to ensure that RRP satisfies all rules, regulations, laws, or other promulgations of any federal, state, local, or other governmental or quasi-governmental entity governing the activities of the Partnership.
- Operates within the annual operations and development budgets as approved by the Board of Directors, and in accord with the organization's budget and financial resources.
- Works in cooperation with the Board of Directors, Executive Director, and Fund Development and Marketing Committee to develop and implement an annual fundraising program and capital development plan.
- Provides the Board of Directors, standing committees, Executive Director, and other interested parties with information, suggestions, and recommendations regarding the Partnership's business.
- Establishes and maintains RRP as a significant partner to the City and County in meeting the housing needs of its service area through new and ongoing programs consistent with the goals of the organization.
- Establishes and maintains RRP as a significant partner with local government in supporting community and economic development through new and ongoing programs consistent with the goals of the organization.
- May serve as liaison with other regional organizations.
- Fulfills other duties as assigned by the Executive Director and Board of Directors.

## **Program and Project Management**

- Develop new linkages within the community which improve and enhance existing institutions and support the development of new economic activity.
- Develop and execute a community engagement plan that solicits feedback from residents, commercial partners, law enforcement, and other stakeholders; and provides a vehicle for ongoing communication and responses.
- Employ a marketing strategy that utilizes diverse media to reach a broad base and increases the visibility of RRP.

The Racine Revitalization Partnership provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Partnership complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Partnership expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the Partnership's employees to perform their job duties may result in discipline up to and including discharge.

Send Cover Letter and Resume to:

Edward Miller  
1402 Washington Ave  
Racine WI 53403

Email-  
[ed@revitalizeracine.org](mailto:ed@revitalizeracine.org)