

# LOVE Building Director Job Posting

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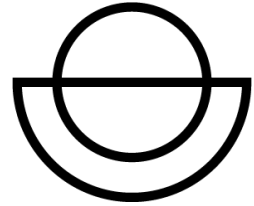
TITLE:	Director
ELIGIBILITY FOR OVERTIME:	Exempt
REPORTS TO:	LOVE Building Board
FULL TIME SALARY:	\$110,000 - \$125,000
BENEFITS:	Full medical, dental, and vision, 4 day work week, matching 403(B), PTO, paid sick leave, and holidays.
DEADLINE TO APPLY:	Tuesday, January 16, 2024
START DATE:	Monday, March 11, 2024
LOCATION:	Based in Detroit; hybrid remote/in-person flexibility

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## About the LOVE Building

The LOVE Building is a hub for social justice and creative community in Detroit, located in Detroit's Core City neighborhood. Four years in the making, it opened in the Fall of 2023 as the home for six non-profit organizations. A community-based food business is set to open within the building in 2024. The LOVE Building offers community programs and flexible event spaces for the surrounding neighborhood and the city as a whole. It is an auxiliary organization of [Allied Media Projects](#) (AMP).

## Job Summary



The LOVE Building Director is responsible for cultivating the resources, relationships, and systems that ensure the LOVE Building can fulfill its mission and uphold its values in all of its programs and operations. They write and administer successful grant applications, while continually developing positive relationships with local and national funders. They work closely with the administrative support staff at Allied Media Projects to ensure the financial and operational health of the LOVE Building. They oversee a small but mighty team of LVB staff, who manage the building's day to day operations, cultivating a positive and productive work environment. They work to deepen their knowledge of, and relationships within, the Core City neighborhood, and within the equitable development sector locally, and nationally.

## The Ideal Candidate

The ideal candidate for this role is someone with extensive leadership experience in the nonprofit sector, who has successfully managed large teams and large budgets, and now wants to work at a more manageable pace and scale.

You are someone who enjoys seeking out and building relationships with community members and potential funders.

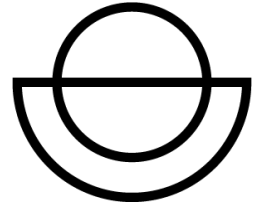
You are someone who can confidently navigate complexity and loves the challenge of finding solutions that meet multiple diverse needs at once.

You are also someone with a passion for expanding models of equitable, accountable, community-rooted development in Detroit, who wants to learn and grow within an amazing community of staff and tenant partners!

## Responsibilities

### Organizational strategy

- Ensure that the LOVE Building's organizational strategies advance the organization's [mission, vision, and core values](#).
- Ensure that the policies and programs of the LOVE Building advance its stated commitments in the [LOVE Building Community Benefits Agreement](#).



- Facilitate annual planning processes to co-design strategic approaches with relevant stakeholders, establishing clear goals and metrics of success.
- Facilitate annual evaluation processes to evaluate progress towards goals, distill lessons and adjust strategies as needed.

#### Fund development

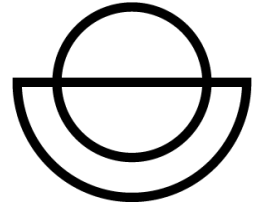
- Write and administer grants for programs and general operations (approximately \$700,000 per year).
- Cultivate positive relationships with local and national funders.
- Oversee the space rentals earned-revenue program of the LOVE Building (approximately \$60,000 per year).
- Coordinate with AMP leadership and LVB tenant partners to pursue collaborative funding opportunities and ensure no-cross applications occur that undercut each other.

#### Financial management & reporting

- Work with staff, board and other stakeholders to develop annual budgets for both the LOVE Building, Inc (programs and operations) and LOVE Building Support Corporation (property maintenance and improvement).
- On a monthly basis, monitor revenues and expenses against projections and make adjustments as needed.
- Work closely with AMP Finance to ensure that funds are accurately tracked.
- Submit monthly credit card reports; review and approve expense reports for other LVB staff.
- Manage a grant reporting calendar to ensure timely delivery of all required reports.
- Work closely with AMP Finance department to manage grant budgets and produce financial reports.
- Assist AMP Finance in documentation-gathering for annual audit.
- Ensure timely fulfillment of all funder-mandated reporting requirements, including the annual reporting for the New Markets Tax Credit Program.

#### Governance

- Facilitate a multi-layered governance structure, which includes:
  - A Tenant Advisory Council;
  - Community Advisory Council; and
  - LOVE Building, INC Governing Board



- Allied Media Projects Board
- Ensure that relevant information flows smoothly and consistently between each body, allowing for clear, collaborative decision-making at every level.

### Staff management

- Manage a staff of two full time employees and an array of contractors and vendors.
- [Within the next year] develop and hire for additional staff roles focused on programs and accessibility.
- Facilitate regular staff meetings, retreats, and performance review cycles.
- Foster a mutually respectful work environment, in which staff are empowered and supported in their roles.
- Work closely with AMP People and Culture to conduct hiring processes, manage benefits, and resolve employee relations matters as needed.

### Partner relationships

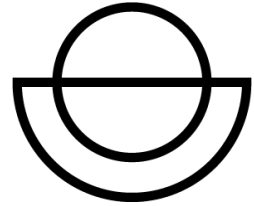
- Cultivate positive collaborative relationships with all LVB tenant partners, vendors, and contractors.
- Establish and maintain relationships with key partners in the Core City and Woodbridge neighborhoods.
- Forge partnerships with area organizations who can lead programs at the LOVE Building.
- Establish opportunities for peer learning and exchange with similar community-rooted organizations in Detroit and nationally.

### Communications

- Guide overall LOVE Building Communications strategy
- Work closely with AMP and LVB Communications staff produce communications content (newsletters, social media, PR, website content, etc.)
- Represent the LOVE Building at community events, speaking engagements, and press opportunities.

## Qualifications

### Skills & Experience:



#### Required:

- Commitment to advancing the mission, vision, and [core values](#) of the LOVE Building.
- Minimum 5 years prior experience in a senior leadership role at a non-profit.
- Experience raising and managing a budget of at least \$500,000 annually.
- A confident, collaborative leadership style that nurtures the leadership of others.
- Humility and a strong ability to give and receive constructive feedback.
- Robust facilitation skills and ability to move groups toward collective decisions.
- Determination and creative problem solving capabilities.
- Service-oriented professionalism. Excellent written and verbal communication skills, and relationship building skills.
- Proficiency in Google Drive (Docs, Spreadsheets, Forms, etc.)

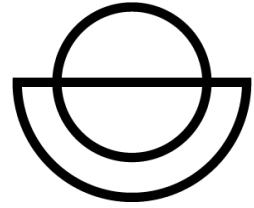
#### Bonus:

- Proficiency in Squarespace website administration, Canva, and Mailchimp or equivalent softwares.
- Knowledge of and personal connection to the Core City neighborhood of Detroit.
- Active participant in Detroit's organizing and artistic communities.

## How to Apply

To apply, please email the following **no later than Tuesday January 16, 2024** to [work@thelovebuilding.org](mailto:work@thelovebuilding.org):

- Subject line: LVB Director
- Your resume
- A short cover letter that answers the following questions:
  - Why are you interested in helping to advance the mission of the LOVE Building?
  - What connections do you see between the LOVE Building and AMP fundraising?
  - What from your previous work / life experience do you think prepares you for this role?
  - What defines effective leadership from your perspective?
- Three professional references with emails and phone numbers.



*The LOVE Building / Allied Media Projects is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, gender, gender identity, gender expression, age, ethnicity, national origin, immigration status, sexual orientation, religion, HIV serostatus, disability, height, weight, veteran status or marital status.*