

## **Executive Director for the Northeast Housing Initiative (a start-up grassroots community land trust)**

Part-time, year one, with the possibility of becoming full-time. Opportunity to grow with the organization

Begins October 2, 2017

Salary: Negotiable

Reports to the Board of Directors

### Overview of Position:

The Executive Director will provide expertise and leadership to the organization, manage staff and contractors, coordinate with community partners, raise funds for operations and projects, develop and implement strategic plan with corresponding balanced scorecard, and provide support to the Board.

The Executive Director is responsible for overall organizational management, including board relations, staff management, development, outreach and education, financial management, and fund development and donor relations. Together with the Board, the Director provides vision and leadership for the organization and assists with strategic and policy planning and development. Knowledge of community land trust principles and practices as well as ingenuity and leadership skills, is a plus.

### Duties of this position include:

*Community Land Trust Coordination.* Maintain information about the status of all Community Land Trust projects and coordinate project activities. Oversee the handling of all inquiries regarding potential projects and may delegate duties as appropriate. Assist the Board with negotiations, contracts, and due diligence. Coordinate work with local partners and local jurisdictions.

*Community Outreach and Education.* Work with staff, Board, volunteers and others, to oversee and coordinate outreach to homeowner partners, organizational partners, local and state governments, the media, Land Trust members, and the public at large. Participate with other Maryland CLTs on policy legislation, education, accreditation, and issues of common interest.

*Fundraising and Donor Relations.* With the Board, meet with, oversee, and maintain relations with donors and major donors. Work with staff to maintain complete records of all donation activities. In conjunction with the Board, initiate, develop and implement fundraising strategies and coordinate fundraising events. Explore potential grant and fundraising sources.

*Legal Compliance.* Oversee and ensure compliance with state and federal non-profit corporation requirements, including 501 (C)(3) issues. Ensure required returns and reports are filed and taxes are paid when due. Observe by-laws and alert the Board when changes may be necessary. Be familiar with Land Trust Standards and Practices and ensure compliance with requirements and follow-through on accreditation process.

*Financial Management.* Work with Board, Budget, Grant, and, Finance committees, and bookkeeper, to prepare annual budget for Board approval and monitor activities to meet the budget. Coordinate financial audits and work with CPA to file Form 990. Assure compliance with fund restrictions, interest allocation and finance policies. Develop and monitor policies and procedures for finances. Maintain complete records of all financial activities.

*Board and Membership Relations and Development.* Support board members and membership recruitment and orientation, and provide ongoing education related to land trust issues and organizational governance. Recruit and support an advisory board.

*Administration.* Recruit, hire and manage staff, when organizational circumstances warrant, serve as liaison between staff and Board, coordinate staff training and hiring within annual budget set by Board. Oversee volunteer coordination.

*Strategic and Policy Planning and Development.* Working with the board and staff, develop for board review and approval the annual work plan and budget for a multi-year strategic plan, and policies and procedures for land trust accreditation, and work with board and staff to implement the plans and policies. This plan will also include developing strategic partnerships, collaborations and strategic alliances

#### Qualifications:

- A four-year degree from an accredited institution in a relevant field or equivalent experience.
- At least 3 years of Non-profit organization experience managing and motivating professional staff and volunteers
- Experience working collaboratively with and reporting to a Board of Directors
- A demonstrated passion for human rights, social, environmental, and economic justice, “breaking the cycle of poverty,” and permanently affordable housing issues.
- Experience interacting with a variety of constituencies: Board, staff, members, donors, volunteers, homeowners, municipal and state officials, media, attorneys, real estate professionals, contractors and developers, and the general public
- Experience in fundraising and development
- Experience with office computer applications
- Experience managing and producing projects and budgets
- Leadership skills, including excellent written and oral communication skills, including public speaking, networking, staff and board communication
- Experience working with federal, county, and city housing agencies, including an understanding of basic real estate finance or development
- Knowledge of public and private financing options for community housing, including experience finding and developing public and private funding sources
- Experience with strategic short and long-term planning
- Understanding of CLT history and activities
- Experience with managing a nonprofit housing, community development, or other organization, or a major program of such an organization
- Demonstrated ability to work with low and moderate income households

Provide a resume and three references, at least two of which are from persons able to speak to your ability to carry out the duties and responsibilities listed for this position, no later than close of business on Friday September 1, 2017.