



# NORTHERN CALIFORNIA LAND TRUST

## Position Announcement



**Project Manager**  
**Vallejo Community Land Trust Pilot**

**SALARY:** FTE salary of \$62,000 - \$66,360 depending on experience

**BENEFITS:** NCLT offers a competitive package of benefits for all staff including opportunities for professional training / cross training, sick/vacation/family leave, flexible work hours, health benefits, SIMPLE IRA matching retirement plan, and a sabbatical program every 5 years.

**DESCRIPTION:** The Vallejo Project Manager is the key staff member for a partnership between Northern California Land Trust ([NCLT](#)) and the new Vallejo Housing Justice Coalition ([VHJC](#)) for NCLT to incubate and launch a new Community Land Trust initiative in Vallejo. The Project Manager will be the lead staff member in creating unique and visionary community-initiated, permanently affordable housing development projects that will Vallejo CLT initiative in collaboration with VHJC members, NCLT staff, and our partners BARHII (Bay Area Regional Health Inequities Initiative) and Urban Habitat as part of the Vallejo location of the nationwide [SPARCC Initiative](#).

In the pilot phase the project manager will work in close coordination with VHJC organizing committee members and the NCLT development team to identify, model and conduct due diligence research for potential projects of interest in Vallejo and then initiate at least 2 scattered site projects in the coming year based on sites identified in the research phase.

During the pilot phase the Vallejo portion of the position will be 24 hours / week. If desired an additional 1-2 days a week of project management work on NCLT housing developments based in Berkeley and Oakland.

**HOURS:** 24 hours for Vallejo, with optional 8-16 hrs work outside Vallejo

**CONTACT/ TO APPLY:** Please submit a resume and letter of interest to [jobs@nclt.org](mailto:jobs@nclt.org) no later than July 17th, 2020 with earlier submissions welcomed.

Applicants selected for an interview will be asked for 3 professional references along with examples of prior work in community development and affordable housing such as funding applications, project portfolio or project pro-formas.

## DESIRED EXPERIENCE

- 2-5 years experience in affordable housing and community development project management
- Familiarity and / or expertise with community land trusts
- Knowledge and experience with Vallejo's community context
- Experience with at least one of the below
  - Experience and leadership roles in prior community-initiated projects
  - Construction project management or architecture
  - Affordable housing finance or funding
  - Cooperative development
  - Experience in documentation, evaluation and reporting on pilot projects
  - Experience with green building certification programs such as GreenPoints, CalGreen, LEED or others.

## ESSENTIAL SKILLS

- Commitment to community-focused development with a lens of diversity, equity and inclusion
- Ability to work remotely and independently
- Ability to work with diverse and multi-lingual communities, and spanish language skills.
- Willingness and ability to work occasional evenings and weekends.
- Strong verbal communication skills and evidence of clear writing ability.
- Demonstrated ability to perform financial feasibility analysis.
- Applicant will need to sign a Conflict of Interest economic disclosure and statement

### **About NCLT:**

Founded in 1973 and headquartered in Berkeley, the Northern California Land Trust is a Community Land Trust (CLT) that develops affordable housing and community facilities in the Community Land Trust model. We are a small, but complex organization that provides property management, real estate sales and development, and direct housing counseling services to our residents and community partners.

<https://nclt.org>

### **About VHJC:**

At the Vallejo Housing Justice Coalition (VHJC), we believe that housing is a human right. We envision a city with housing that is affordable and reflects the needs, diversity

and culture of our community. We fight for Housing Justice across race, culture, age and sexual orientation.

**Equal Opportunity Employer:**

As an organization committed to community led solutions to housing justice and racial equality NCLT provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, along with any and all of other characteristics that make us all unique.

We help put this commitment to diversity, equity and inclusion in practice through professional training, flexible work hours, benefits and support for a healthy work-life-family balance.

## **Vallejo Project Manager Detailed Job Description:**

### **Vallejo Project Management: 24 hours**

- Work in close collaboration with the Vallejo Community Organizer and members of the Vallejo Housing Justice Coalition to identify potential housing projects.
- Analyze potential projects and conduct feasibility assessments including preliminary legal, social, environmental and financial reviews.
- Support VHJC and the NCLT/BARHII/UH team in vetting and deciding which projects to pursue.
- Conduct due diligence evaluations including ordering and analyzing appraisals inspections, preliminary title reports, and environmental reviews.
- Collaborate/support funding applications for projects and property acquisition negotiations including preparation of development and rehabilitation budgets and financial proforma.
- Prepare billings and invoicing to funders and construction lenders on assigned projects.
- Participate in all VHJC, NCLT, BARHII, UH team meetings
- Coordination with NCLT - UH - BARHII team members to deliver additional training, technical assistance and research as needed

### **NCLT Project Management: optional 0 - 16 hours**

- Prepare billings and invoicing to funders and construction lenders on all projects.
- Support project management needs for one or two NCLT acquisition and rehab projects at a time, under supervision of the Director of Real Estate Development.
- Opportunity to take the lead on one NCLT project.
- Support NCLT's legal and education contractors and staff in the development of new Home-owners Associations and Co-ops at project sites.
- Coordinate project documentation, commissioning, and hand-off to residents or property management team at project completion for assigned projects.

The position reports to the NCLT Executive Director and will be a core member of the NCLT's Project Development team. will be expected to work cooperatively with the Vallejo Community Organizer, the Vallejo Housing Just Coalition, NCLT project development staff and a diverse coalition of residents and community members.