



NORTHERN CALIFORNIA LAND TRUST

Position Announcement

Artist Space Trust Program Manager

October 5, 2022

Reports to: NCLT Executive Director

Salary: FTE salary range of \$90-100K, annually, depending on experience and qualifications.

Hours & Benefits: Detailed below

Location: Berkeley, California

We are seeking a visionary and experienced Program Manager to develop and manage the Artist Space Trust (AST). This is an exciting new initiative is a collaborative effort between VITAL ARTS and the Northern California Land Trust (NCLT) to secure a pool of permanently affordable spaces for artists who live, work and perform in the Bay Area. The Artist Space Trust will acquire and manage existing residential and other spaces currently owned or used by artists and others to ensure affordable creative use in perpetuity.

SCOPE & RESPONSIBILITIES

The Artist Space Trust Program Manager reports to NCLT's Executive Director, with lead responsibility for organizing and managing all aspects of the Artist Space Trust. The AST Program Manager will work cooperatively with NCLT's staff experts in the areas of real estate, property management, and finance. They will be supported by a part-time Program Associate (scheduled hire 2023). NCLT's Technical Assistance Manager may provide additional help with day-to-day tasks. The AST Program Manager will convene quarterly meetings of the AST Advisory Council and serve as liaison with program partner, Vital Arts.

Core tasks include:

- Lead implementation of the program's mission and major goals;
- Serve as an articulate, passionate, and persuasive spokesperson for the AST with diverse stakeholders including resident artists, property owners, members of the public, government, private agencies, and the media;
- Support strategies and efforts to secure properties and develop diversified funding; and
- Effectively engage the collaborative program team and community advisors.

SPECIFIC RESPONSIBILITIES:

Primary Role

- Assure that The Artist Space Trust has a clear strategy to achieve its goals, supporting consistent and timely progress.
- Clearly communicate and build awareness of the opportunities offered by the AST. Represent the program with related agencies, media outlets, and the general public.
- Establish sound and cooperative working relationships with external partnering organizations, policy makers, funding agencies, and community groups.
- Conduct research, outreach & vetting of potential site projects, including initial assessment of match to program objectives, likelihood & interest, financial feasibility assessment and residents' capacity; work with the Project Development committee to reach decisions about moving forward.
- Design and ensure that strong and ethical processes for vetting prospective artist owners and tenants are in place. Oversee and manage the process for review and selection.
- Promote active participation by the program Advisory Council, facilitating and attending meetings.
- Ensure that the AST Advisory Council, NCLT's Executive Director, the program management team and Vital Arts are kept fully informed on AST activities and important factors influencing its progress.

Collaborative/ Supporting Role:

- Work closely with NCLT's Real Estate and Asset Management staff throughout process for acquisition and rehab of new ownership and rental projects, including:
 - Conceptualization of project structure
 - Acquisition due diligence & negotiations, securing of financing and subsidies
 - Securing project entitlements
 - Creating & controlling project development budgets
 - Pre-development & rehab process: supervising/collaborating with project managers in all phases of work, through to close-out.
 - Creation of deal book & project asset management (AM) manuals, and incorporating long-term AM needs into rehab plan.
- Support NCLT's Stewardship Director for compliance with development loan agreements, lien priority during transactions, lease riders during CLT home resales, and lien issues. Assist with setting up legal ownership structures for new projects (in CLT model). Assist with refinancing of mortgages coming due at CLT ownership projects.
- Coordinate with NCLT's Project Management & Asset Management staff charged with implementing and ensuring the physical & financial health of all properties, including reviewing periodic reports, budgets & financial statements; as potential lead on securing financing & refinancing for mortgages coming due; for rehabilitation work including responsibility for in-portfolio properties.

- Collaborate with Vital Arts and NCLT staff on educational and outreach activities.
- Participate in securing program and capital project financing, working closely with NCLT and Vital Arts leadership.
- Work in collaboration with NCLT team to develop program and project budgets.
- Maintain official records and documents as required to and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the field.

CRITICAL EXPERIENCE/SKILLS:

- 5 - 10+ years of organizational or project management experience, working in increasingly responsible roles.
- Familiarity and knowledge of local arts and cultural communities. Demonstrated experience working with artists and cultural workers of diverse backgrounds with deep respect, valuing their perspective and experience.
- Strong experience with facility-related projects, including project development, rehab or new construction and financing for capital projects.
- Experience supervising & collaborating with staff, contractors and vendors involved with project management, construction management, and site/ property management.
- Experience with donor relations, nonprofit fundraising practices and principles.
- Having a RE broker's or agent's license is a bonus.

KEY PROFESSIONAL ATTRIBUTES:

- Ability to quickly establish credibility and build strong working relationships with diverse community stakeholders and to articulately represent the program to prospective property donors, artists, cultural workers, and the public.
- Ability to work well in interdisciplinary teams and provide mutual support to property management, stewardship, and education staff.
- Ability to adapt to dynamic situations and skillfully shift priorities to respond to urgent situations.
- Ability to work independently and take initiative to meet critical deadlines & to pro-actively use creative problem-solving in a challenging financing & regulatory landscape.
- Ability to conduct in-person site visits of buildings with a wide array of physical conditions.
- Well-organized and detail oriented, including experience with budgets, record-keeping, using databases, spreadsheets & electronic filing systems.

- Excellent written and oral communication skills.

HOURS: Full time / 40 hrs. Option of reduced week (min 32 hours) on FTE basis.

SALARY: FTE salary range of \$90-100K, annually, depending on experience and qualifications.

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

TO APPLY: Please submit a resume, letter of interest and at least 3 professional references to jobs@nclt.org. We encourage applications as early as possible, with the intent to begin interviews in November 2022. Details at <https://nclt.org/jobs>.

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. BIPOC, queer and trans people, women, and nonbinary and gender non-conforming applicants are strongly encouraged to apply.



About NCLT: Founded in 1973 and headquartered in Berkeley, the Northern California Land Trust is a Community Land Trust (CLT) that develops permanently affordable housing and community facilities in the Community Land Trust model. California's oldest community land trust, NCLT is a small but complex non-profit organization that bridges community driven real estate development, social finance, technical assistance with direct service and housing for our residents, community members and a broad range of coalition partners. <https://nclt.org>



About Vital Arts (Program Partner): Founded in 2017 in honor of the victims of the Ghost Ship fire, Vital Arts is dedicated to ensuring access to safe, affordable spaces for artists to live, work, and perform. We act as a catalyst and advocate for fresh solutions and engage in partnerships to prevent the loss and displacement of artists, offering information, resources, and connections while working with public agencies and the private sector to address the housing crisis for low and moderate-income artists in the San Francisco Bay Area.

<https://www.vitalarts.org>