



STEWARDSHIP & EDUCATION MANAGER

ABOUT NCLT:

NCLT is a Community Land Trust (CLT) that incubates and nurtures permanently affordable communities. NCLT uses community ownership and control of the land in order to provide affordable homes and community facilities in perpetuity.

Founded in 1973, we have led the development of many innovations and developments in cooperative and community ownership models.

We believe that community-based ownership and co-stewardship of land and homes in the Bay Area helps transform housing from a commodity to a building block of local community autonomy and agency. NCLT envisions a world where everyone has secure, sustainable, healthy, and affordable places to live and the opportunity to thrive.

POSITION DESCRIPTION:

The Stewardship & Education Manager oversees the stewardship of NCLT's homeownership projects, CalHome mortgage assistance program, as well as the education of NCLT renters interested in coop conversion. The position coordinates education programming with various partner entities and projects and oversees NCLT communications. The Stewardship & Education Manager collaborates with the Project Management and Project Development teams and reports to the Executive Director.

HOURS: 1.0 FTE (40 hours/week) - possibility of 32 hours/week depending on candidate skills and background

SALARY: \$72,800 - 76,960 FTE salary

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: Submit a resume, cover letter and 3 references to jobs@nclt.org.

Major Responsibilities

Stewardship

- Cultivate long-term relationships with and provide technical homeownership support to homeowners in CLT homes (in co-ops, condo associations and single-family detached homes), including some of the more self-managed NCLT

rentals. NCLT includes 4 HOAs, 2 coops, 2 single family homes, and 2 more self-managed rental communities, and there are plans for future ownership developments.

- Coordinate homebuyer education for individual homeowners as needed.
- Conduct annual certification process of homeowners to ensure compliance with affordability & other covenants of their land leases.
- Provide and/or coordinate ongoing technical training for existing co-op and HOA boards, such as meeting facilitation & conflict resolution, budgeting & financial reporting, board elections, resident engagement, committees, regular updating of reserve studies, working with contractors, etc. Provide similar support, particularly budget and decision-making support, to the more-self managed NCLT rentals.
- Update list of potential contractors for basic maintenance and capital improvements.
- Work with Project Development staff to provide advice on major rehab and financing needs of homeowners in CLT homes.
- Conduct annual reporting on CLT homeownership projects as required by local jurisdictions and other lending institutions.
- Oversee the resale process of existing CLT homes, including working with NCLT real estate broker or outside broker, determining maximum resale price, marketing and outreach, processing applications, certifying incomes and eligibility, and ensuring selection process complies with fair housing.
- Support vacancy processes for NCLT rentals that include interview processes by residents, ensuring compliance with local law and fair housing requirements. Annually review vacancy processes across NCLT, including for NCLT rentals without interview processes, and update practices and manuals.
- Maintain resident files in google drive and Salesforce/Homekeeper database.

CalHome Mortgage Assistance Program

- Coordinate outreach efforts for the program, prioritizing CLT homes and other deed-restricted homes in Alameda County.
- Process new CalHome loan applications, including applicant eligibility, coordination with the program's homebuyer education partner, and loan underwriting and processing (with potential contractor support).
- Oversee refinancing for existing CalHome borrowers.
- Coordinate annual compliance for CalHome borrowers.
- Complete and submit quarterly and annual reports to the California Department of Housing and Community Development.

Education & Outreach

- Oversee training for NCLT renters interested in coop conversion, including building out the curriculum and coordinating with NCLT staff or outside partners.
- Coordinate educational programming for community groups involved in CLT incubation projects (i.e. Vallejo CLT, POCSHN, Artists Space Trust), community partners (i.e. EBPREC), and other projects as possible.

- Send out regular communications on NCLT activities and vacancies via email and social media. Update NCLT website for these activities.

Funding

- Identify funding sources and grant opportunities to fund Stewardship and Education activities, including long-term capital for NCLT ownership communities' reserve and energy transition needs.
- Support fundraising/development staff in applications as needed.

Desired Knowledge, Skills, and Qualities

- Problem solving mentality, and sense of initiative
- Strong verbal and written communication skills
- Strong facilitation skills
- Ability to work well with teams / good collaborator
- Ability to work well with culturally diverse constituents
- Detail oriented and ability to create and work within systems
- Experience with the financial and budgeting needs of ownership communities and individual homeowners
- Understanding of building maintenance and willingness to learn
- Experience with qualifying incomes and downpayment assistance programs or home sales process
- Basic website management skills
- Familiarity with Community Land Trusts and Cooperative Development
- Comfortable designing outreach & presentation materials
- Familiarity with or aptitude to learn MailChimp and Salesforce database

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, or any other characteristic protected by federal, state or local laws.