

Northern California Land Trust
Executive Director Position Announcement



Job Announcement: Executive Director

Applications due by August 26, 2023

Supervisor: Board of Directors.

F.L.S.A.: Full time. Exempt.

Salary range: FTE salary range of \$165-180,000, annually, depending on experience and qualifications.

Benefits: NCLT offers a competitive package of benefits for all staff, including opportunities for professional development, sick/vacation/family leave, flexible work hours, health benefits, Simple IRA matching retirement plan, and a sabbatical program every five years.

To Apply: Submit a resume and a cover letter that describes how your experience aligns with the position requirements to ED.search@nclt.org. PDF format strongly preferred.

About the Organization

Northern California Land Trust (NCLT) is a Community Land Trust (CLT) that incubates and nurtures permanently affordable housing in the nine-county Bay Area, with current projects in Alameda, Contra Costa, San Francisco, and Solano Counties. NCLT uses community ownership and control of the land to provide affordable homes and community facilities in perpetuity.

We believe that community-based ownership and co-stewardship of land and homes helps transform housing from a commodity to a building block of community self-determination. This work connects to the broader housing-justice, racial-justice, and climate-justice movements. It is grounded in the need to repair economic, racial, and ecological harms embedded in historical and present-day housing, finance, and land-use practices.

NCLT develops permanently affordable housing, mostly by acquiring and rehabilitating existing housing. We currently have 73 rental units and 39 ownership units. Our newest in-progress development, Woolsey Gardens, is a new construction project that was awarded a groundbreaking \$1M design grant to create 65 units of permanently affordable, zero-net-energy ownership housing.

NCLT also puts its 50 years of technical expertise to use by incubating new CLT models. Current incubation projects center social justice, artists, and people living with mental health challenges.

NCLT currently has 11 staff members and an operating budget of approximately \$3M and growing. Our 2022 strategic plan affirmed our commitment to racial justice, and we are working to strengthen our racial justice approach and outcomes at the board, staff, and programmatic levels.

About the Opportunity

After 20 years of leadership under our former Executive Director, NCLT's new Executive Director will join the organization at a time of rapid growth. The severity of the housing crisis and the strength of the tenant movement's demands for long-term solutions to the crisis has led to renewed interest in the unique capabilities of the CLT model. NCLT's budget has more than tripled in the last five years, we approved a new strategic plan in the spring of 2022, and community enthusiasm remains high. **An Executive Director with the systems and capacity building experience to support this growth has the opportunity to make a big impact on Bay Area housing.**

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NCLT is fortunate to have a committed and energetic staff. Our current team members bring outstanding program skills and community connections that have brought us where we are today. **The successful candidate will have sufficient management and affordable-housing experience to effectively organize the team's work; and sufficient life experience to be a wise, grounded, and collaborative leader.**

Position Summary

The Executive Director works closely with the Board of Directors to develop the overall vision, strategy, and policies to guide the Northern California Land Trust (NCLT). The Executive Director will be responsible for leading the execution of this shared vision and strategy. The Executive Director manages NCLT personnel and operations, develops resources to ensure NCLT's financial health, and acts as a key liaison with partners and community members to ensure the fulfillment of NCLT's mission.

Overall Leadership and Vision

- Hold the “big picture” so that projects and ongoing work managed by staff are integrated and have the most impact. Serve as a connector, and guide implementation of our three-part organizational vision and strategic plan. This plan includes: 1) project development; 2) incubation and field development; 3) stewardship and property management.
- Oversee long-term organizational growth and development as NCLT increases its housing projects and takes on new types of projects, while maintaining NCLT's core values and supporting our role in building the broader CLT movement. Lead internally and externally with an eye towards excellence, equity, collaboration and inclusivity.
- Directly supervise and work closely with the NCLT's staff to model overall cultural leadership and ensure that NCLT stays true to its housing mission and strengthens its racial-justice focus. Model leadership that values community-building and impact, while honoring the skills, talents and wellness of a diverse staff.

Financial Strategy and Oversight

- Develop and guide the execution of NCLT's overall business and financial strategy, maintaining compliance with organizational policy and contractual obligations and maintaining the agency's fiscal solvency.
- Ensure clear tracking and responsible financial leadership of NCLT's multiple revenue sources, including property assets, rental income, ground leases, technical assistance fees, and restricted income for multi-year building projects.
- ED works with staff to: develop annual operating budget; oversee revenue projections for new and ongoing projects and ensure appropriate cash flow; ensure that NCLT operates within budget guidelines, and provide regular and clear reporting to the Board of Directors and Finance Committee about NCLT's financial performance.
- With the president and secretary of the board of directors, conduct official correspondence of the organization, and, with designated officers, execute legal documents.

Partner and Community Relations, and Revenue Development

- Lead fundraising implementation and strategy: Work with the Director of Real Estate and other staff to identify key fundraising priorities, develop relationships with public and private funders, and provide high level oversight and direction to the Director of Special Projects.
- Develop visionary, mission-aligned projects in partnership with major regional funders.
- Negotiate key agreements on behalf of NCLT. Ensure responsible management and reporting on contracts, and maintain positive relationships with funders.
- Represent NCLT and engage with the community, the public sector, peer organizations, and coalition partners. This includes working relationships, and public, government, and media relations.

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Program Management

- Direct overall and day-to-day program, personnel, and business affairs of the organization through policy and process development, delegation, and evaluation.
- Supervise the development of both ownership and rental projects, bringing a strong understanding of complex and long-term real-estate development with a community focus. Ensure that projects advance racial justice and affordability, and also support organizational sustainability.
- Supervise property and asset management, including the development of sound property budgets, timely reporting, and compliance with lease and occupancy requirements, to achieve NCLT's commitment to providing healthy homes in good condition.
- Supervise stewardship and field building, ensuring that NCLT residents have the tools needed for co-stewardship and clarifying NCLT's position as a hub for technical assistance, incubation, and policy advocacy.

Personnel Management

- Ensure that an effective management team, with appropriate provision for succession, is in place and running smoothly. Encourage staff development and assist program staff in relating their specialized work to the total program of the organization.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place. Manage the recruitment, employment, and release of all personnel.

Support for the Board of Directors

- Maintain a strong working relationship with the Board of Directors and Board Co-Chairs to help actively advance board development, recruitment, and retention. Support the board in its efforts to ensure that the Board of Directors represents NCLT's residents, geographies, and other stakeholders, including a range of life experiences and relevant professional skills.
- Work in close partnership with the Board of Directors to assess and update NCLT's strategic direction and racial-justice focus and assess programmatic effectiveness.
- Prepare and present executive and other reports to the Board of Directors, emphasizing matters of strategic importance to the organization.

Experience and qualifications

Required

- Understanding of the community land trust model and how it fits into building power and a movement to pull land and housing out of the speculative market.
- Experience in affordable housing and project development.
- Strong nonprofit management and leadership skills. Including: experience managing organizational growth and ability to develop and adjust organizational systems; experience building accountability and trust with staff; experience coordinating an experienced team of experts to make sure everyone is swimming in the same direction, while encouraging initiative and independent judgment.
- Demonstrated financial literacy and communication skills. A proven track record of managing complex organizational finances while also developing new and overlapping income sources.
- Experience working successfully with people of different races, classes, genders, faiths, and origins with a demonstrable commitment to working toward racial equality and economic justice, with both individuals and organizations.
- Dynamic leadership presence, with strong verbal and written communication, public speaking, and relationship-building skills.

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- Fundraising experience that includes: Proven track record of developing mission-aligned funding partnerships. Experience with both foundation fundraising and capital development.
- Strong project management and self-management skills, ability to work on multiple issues with grace.

Preferred

- Knowledge and/or experience with East Bay jurisdictions and local governments, including Oakland and Berkeley.
- Political understanding of city and county government and relationships with key decision-makers.
- Experience with municipal loans.
- Experience with local and regional foundations and donors.
- Experience with policy advocacy; state-level policy advocacy an extra bonus.
- Experience working in coalitions with a nuanced understanding of and willingness to support various players, issues and dynamics.

Additional Information

Physical Requirements

The ability to sit for several hours at a time.

Typical Working Conditions and Travel

NCLT's staff and Executive Director work under a hybrid model. The Executive Director must be available in-person as needed to develop and maintain key relationships, to manage staff, and to represent the organization in the community. The position also requires episodic travel to other regions of California and nationally. NCLT recognizes the importance of work-life balance and values the well-being of our team members.

Equipment Used

The Executive Director will work with a desktop computer, necessary computer peripherals and other common office equipment.

Equal Opportunity Employer

The CLT model is structured to be democratic and accountable to residents and the broader community; the success of our work relies, in part, on hiring and retaining staff with diverse backgrounds and life experience. Over the last 5 years NCLT has made huge strides toward increasing the diversity of our board and staff, and we are committed to building a multiracial and multicultural team and an inclusive work environment for the long term. We strongly encourage people of all races, colors, religions, ages, sex, national origin, ability, pregnancy or parental status, veteran status, sexual orientation, gender identity or expression, etc. to apply. We provide equal employment opportunities to all.

How to Apply

Applications will be considered on a rolling basis through August 26. Submit a resume, and a cover letter that describes how your experience aligns with the position requirements to ED.search@nclt.org. PDF format strongly preferred. This search is being supported by Carrie Blanding Consulting. Please direct inquiries to Carrie Blanding, via ED.search@nclt.org.