

JOB POSTING

HARTFORD LAND BANK Hartford, Connecticut

POSITION: Executive Director

OPENING DATE: August 15, 2019

OVERVIEW

The Hartford Land Bank (HLB) seeks a dynamic and entrepreneurial leader to serve as the first Executive Director (ED) of the HLB. The HLB ED will be responsible for all activities to plan, organize, and implement programs that will efficiently advance the HLB mission. The ED is expected to implement the strategic plan finalized by the Board of Directors.

The HLB is a newly-formed Connecticut nonprofit corporation. The mission of the HLB is to identify, acquire, and redevelop - directly or through partnership with government, nonprofit, and private sector partners, vacant, abandoned, tax-delinquent and/or distressed properties in the City of Hartford, where such redevelopment will: improve community and economic vitality of Hartford neighborhoods; ensure long-term sustainability of impacted properties; and, enhance the quality of life for residents and businesses. HLB coordinates its activities with other community, regional or neighborhood partners that pursue objectives and goals complimentary to that of HLB. The City of Hartford is a key partner and the HLB ED shall be the primary liaison to the City of Hartford.

The HLB ED, with the support of the Board of Directors, will be responsible for executing the following: establishing a staffing structure, establishing and managing the HLB budget and finances, securing an office location, securing operating and development funds, establishing the work plan and establishing systems and policies to ensure effective operation and accountability (i.e. Financial Management, Human Resources, Compliance, Procurement, IT).

As staff and systems are brought online, the ED shall delegate to staff/contractors as appropriate, but shall remain responsible for supervising/executing all activities of the HLB as it pursues its mission. The ED will be expected to work with a variety of partners to advance the mission of the HLB. As such, the ED should have extensive knowledge of Hartford neighborhoods and be committed to working with key stakeholders (State of Connecticut, City of Hartford, founders, corporate partners and developers).

The HLB ED must exercise strong judgment, inspire confidence, and lead the growth of the HLB. Pursuant to the mission of the HLB, the ED will operate with highest values of transparency, community-centeredness, ethics, and accountability.

DESCRIPTION OF ESSENTIAL DUTIES.

The HLB ED will be responsible for all operations and programming of the organization. The ED will have general supervision and management of the HLB and all HLB staff. During the first year, the ED will manage the start-up of the organization and launch operations

Maintain a Strong Board of Directors

- The HLB ED reports to the Board of Directors and must ensure all Board directives, policies, and resolutions are carried out.
- The HLB ED is responsible for informing the Board, sufficient as to form and detail, to allow the Board to exercise its fiduciary responsibility.
- The HLB ED assists the Board to develop and execute a Strategic Plan, recommending adjustments as necessary and appropriate.
- The HLB ED recommends an Annual Budget and manages to the HLB budget.

I. Manage the Hartford Land Bank

The HLB ED shall perform/supervise daily HLB operations, including, but not limited to:

- Establishing and managing the budget and finances.
- Maintaining the books of the HLB in accordance with established accounting practices.
- Developing systems to ensure compliance with requirements of funders and investors and with the laws and regulations of the City of Hartford and State of Connecticut.
- Create a communications program to include a website, social media, newsletter or other media.
- Purchasing, insuring, maintaining, and disposing of residential, commercial, industrial, and/or other real properties;
- Establishing a staffing and HR benefits plan
- Hiring, managing and developing staff;
- Supervising all vendors and ensuring performance on contracts;
- Liaising with and promoting the HLB to funding partners, public officials and bodies, external stakeholders and community and redevelopment partners;
- Securing the resources, including primarily financial resources, necessary to support and advance the HLB; and
- Any other tasks assigned by the Board incidental to the performance of this role.

II. Manage the HLB Portfolio

- The HLB ED will periodically evaluate the status of the HLB portfolio and recommend adjustments to ensure that the HLB is able to efficiently acquire, stabilize and dispose of properties in adherence to HLB Policies and Strategic Plan(s).
- The HLB ED will ensure that the HLB is protected as to its legal and fiduciary liabilities by maintaining appropriate insurance and employing competent legal counsel.
- The HLB ED will ensure that all property under the care or control of the HLB will be maintained to preserve the value and condition of the property and properties nearby.

III. Other

- The HLB ED will participate in public policy efforts to promote and strengthen land bank and blight remediation tools and techniques.
- The HLB ED will attend conferences, professional development training, or other events as required to acquire and maintain proficiency in fulfilling the responsibilities of the position.
- The HLB ED will be available to attend evening and weekend meetings to represent the HLB.

SPECIAL KNOWLEDGE/SKILLS REQUIREMENTS

- Strong community or economic development experience, especially in the area of blight remediation and/or distressed property redevelopment in an urban setting
- Knowledge of best practices for blight remediation and land-banking; experience with public policy related to these issues.
- Demonstrated ability to establish and maintain effective partnerships, particularly with regard to philanthropic organizations, community organizations in Hartford, and elected and appointed officials.
- Knowledge of Hartford and of Connecticut.
- Experience writing and managing grants and contracts from public grant-making organizations and entities.
- Outstanding organizational and communication skills.
- Strong attention to detail, decision-making skills and ability to manage diverse teams.

MINIMUM REQUIREMENTS

- Minimum bachelor's degree from accredited university or college.
- Advanced degree in a community development related field such as Law, Urban Planning, Public Policy, Public Administration or closely related field is preferred.
- At least 5 years professional experience in community development, real estate; affordable housing; economic development, or related field
- At least 3 years' experience with a nonprofit or government public sector organization
- Management experience over staff, vendors and budgets
- Experience with any/all: vacant, abandoned, and/or distressed real estate; urban planning; community revitalization; real estate development; real estate finance; zoning and land use
- Bilingual Spanish a plus

MORE INFORMATION ON LAND BANKS:

- www.communityprogress.net
- www.pablighlibrary.com

Applicants should submit a cover letter and resume no later than September 20, 2019 on Indeed.com. Please no telephone calls, emails or office visits. The HLB will offer a competitive package of non-profit salary and benefits. The HLB is committed to Equal Employment Opportunity.