



POSITION ANNOUNCEMENT
Executive Director
Oakland Community Land Trust
October 5, 2009

The Oakland Community Land Trust (OakCLT) is a newly formed nonprofit corporation established through the collaborative efforts of Urban Strategies Council and the Oakland chapter of ACORN (Association of Community Organizations for Reform Now). The OakCLT was founded with the purpose of combating community deterioration and expanding housing and economic development opportunities for low and moderate income residents. The OakCLT promotes neighborhood stability and community involvement through the provision of permanently affordable homeownership and equity-sharing options. The OakCLT also supports the development of commercial and retail facilities that serve working families. The initial project of the OakCLT is the NSP Foreclosure Project, which will transform 200 vacant foreclosed houses into permanently affordable homes for families earning between 50 and 80% of the area median income in Oakland.

POSITION DESCRIPTION

The Oakland Community Land Trust seeks an Executive Director with demonstrated leadership, management, program administration, and resource development skills in a community land trust. The Executive Director will have broad management responsibilities, overseeing all aspects of the organization. Her/His primary duties will include organizational development, financial management, Board development, fundraising, owner/tenant relations management, and long-term strategic planning for the operation and growth of the Oakland Community Land Trust.

KEY RESPONSIBILITIES

- **Organizational Development:** Development of organizational policies, procedures and systems for the organization including financial, human resources, information technology, facilities and other necessary areas of organizational operations.
- **Leadership & Communication:** Represent the OakCLT as an organization and communicate its mission, vision, and goals to owners/tenants, the local community, government officials, foundations, investors and beyond; develop strategic relationships with potential partners and allied organizations.
- **Board Relations and Development:** Maintain close communication with Board; facilitate Board orientation and training; provide staff support to the Board in carrying out its duties, including organizational oversight and goals, financial planning and management program evaluation, fundraising, and strategic planning.
- **Financial Management and Oversight:** Ensure the financial viability of the organization through budget development and monitoring, oversight of accounting practices and audits, as well as financial compliance with funding agencies and organizations.
- **Project Development and Management:** Oversee the financing, planning, development and long-term management of the projects of the OakCLT. This work may entail overseeing and providing guidance to consultants, contractors, and other partners as well as the development of policies relating to the acquisition, rehabilitation, sale, and management of OakCLT properties.

- **Resource Development/Fundraising:** Increase major donor and planned giving to meet strategic goals of the OakCLT. Work will include grant-writing for foundations, corporate sponsors, and public funding opportunities, marketing of projects to the community and relationship building with potential supporters and other stakeholders.
- **Staff Supervision and Development:** Provide leadership, mentoring, supervision, and support to OakCLT staff. Administer and oversee personnel and human resource policies.

QUALIFICATIONS:

- Relevant experience with affordable housing, specifically community land trusts, limited-equity, shared-equity or other alternative homeownership models.
- Position requires a relevant Bachelor’s Degree (Master’s or higher preferred).
- Five or more years experience as an executive director or senior manager in a nonprofit, governmental, or for-profit organization preferred. Knowledge or experience in the daily management of a nonprofit or community-based membership organization is desired, particularly in financial management and fundraising with individual donors, corporations, and foundations.
- Experience starting up or launching a new organization, including building grassroots community support and consensus among a variety of stakeholders such as Board and committee members, landowners, community leaders, government officials, consultants and other stakeholders.
- Experience working with diverse communities and a demonstrated commitment to social justice issues

REQUIRED SKILLS/EXPERIENCE IN:

- Strong written and oral communication skills, including public speaking.
- Group process and facilitation, meeting management.
- Program design, implementation and evaluation.
- Implementing and monitoring multiple activities.
- Establishing and overseeing systems for organizing and managing information and documents.
- Bilingual a plus.

COMPENSATION:

- This is a full-time position.
- Competitive salary and benefits provided, commensurate with experience.

APPLICATION PROCESS:

Please submit cover letter detailing experience and interest in the position, salary history and resume (in MS Word or PDF formats) via email to the address listed below. Refer to the OakCLT Executive Director position in the subject field of your email. No telephone inquiries, fax or USPS please.

Email: admin@urbanstrategies.org
 Attn: OakCLT Executive Director Position

Position will remain open until filled; interested applicants are encouraged to submit their materials as soon as possible.

The Oakland Community Land Trust is an equal opportunity employer