



**AFFORDABILITY MADE PERMANENT.**

## **Houston Community Land Trust**

Job Title: Executive Director

Job Status: Full-time, exempt

Posting No: 2018-01

### **Overview:**

The Executive Director is responsible for the overall operation and administration of the Houston Community Land Trust (HCLT). HCLT's mission is to make affordable homeownership achievable for limited-income households in Houston, Texas by connecting income-qualified homebuyers to HCLT's portfolio of perpetually affordable homes in neighborhoods across the city. HCLT is dedicated to providing the stewardship and long-term support necessary for HCLT homebuyers to be successful in homeownership. The HCLT's Executive Director will develop a base of community, financial, and political support while building HCLT's property portfolio and strengthening community relationships. This person will work with HCLT members, board, and staff to provide affordable homes, land stewardship, and services to limited-income households.

Salary Range: \$100,000 - \$140,000, to be determined based on experience.

### **Essential Duties:**

1. Create key partnerships with a range of public and private stakeholders including foundations, developers, nonprofits and City of Houston departments.
2. Conduct extensive community outreach and education to market the HCLT concept and recruit partners and homebuyers.
3. Provide support for the board of directors and serve as the liaison between the board and HCLT staff. Prepare and deliver monthly updates to the board of directors for its regular board meetings.
4. Develop and implement a long-range plan to reach organizational goals and objectives.
5. Advocate for supportive public policies, funding regulations, valuation/taxation procedures and private lending practices with a range of stakeholders.
6. Oversee daily HCLT operations and supervise staff.
7. Oversee all financial management for the organization including working with the board to draft an annual budget, oversee financial systems and reporting, manage and monitor accounting system and preparing/reviewing monthly financial updates for the board of directors.
8. Develop and implement a fundraising strategy; identify and cultivate funding sources.

### **Essential Qualifications:**

1. Five or more years' experience as an executive director, senior manager, or attorney in a nonprofit, governmental, or for-profit organization.
2. Strong presentation, oral, and written communication skills.



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3. Outreach experience working with diverse communities and a demonstrated commitment to social justice issues.
4. Strong personal and professional commitment to affordable housing and/or community development.

**Preferred Qualifications:**

1. Relevant experience in real estate or management, specifically community land trusts, limited equity, shared equity or other alternative homeownership models.
2. Demonstrated management ability of a nonprofit or community-based membership organization, particularly in financial management and fundraising.
3. Graduate degree in community development, public administration, business, planning or a related field.
4. Ability to speak a second language (especially Spanish, Vietnamese or Chinese).

**Supervision:**

This position will report to the HCLT Board of Directors and will have direct supervisory responsibility over other staff members.

**Other:**

This position requires access to confidential information including member's financial histories and personally identifiable information. This position will have access to company funds and may have authority to authorize contracts and approve payments.

**Working Conditions:**

This position requires prolonged periods in a seated or standing position in a normal office environment with acceptable lighting, temperature, and air conditions. Occasional light lifting (up to 20 pounds) and walking outside through construction sites in less-than-optimal temperature conditions may be required.

**Notes:**

Extensive training and technical assistance will be available from Burlington Associates, Grounded Solutions Network, and the City of Houston Housing and Community Development Department.

**How to Apply:**

To apply to this position, please email your resume, cover letter, and at least three references to [info@houstonclt.org](mailto:info@houstonclt.org).