

## **CA CLT NETWORK COLLABORATIVE EXECUTIVE DIRECTOR (Remote Work Position)**

October 1st, 2020

**OVERVIEW:** The California Community Land Trust Network (CACLTN) seeks an initial Executive Director to support the organization in its transition from a member and volunteer board-led organization to a fully staffed one while maintaining the collaborative member relationships and member-centric structure. The CACLTN has grown from an informal association to be a membership 501(c)3 organization of more than 20 Community Land Trusts (CLT's) across California. CACLTN serves to support the work of its member organizations and communities through state level policy, advocacy, member and community conferences, peer-peer training, and capacity building through the CA CLT Academy, and development of financial / legal tools to enhance CLT development in California. This executive position is highly collaborative and ideal for those (with work experience in mid-level nonprofit positions) that are interested in starting a career path as an executive director.

The ED will report to the CACLTN Executive Committee (EC) and work closely with the members of CACLTN's Board of Directors, as well as the members of the CACLTN Policy Committee to implement the scope of work.

**Hours:** Full-time permanent employee position

**Compensation:** Starting salary of \$72,000 to \$80,000, depending on prior work experience with adjustment for geographic location.

**Benefits:** CACLTN offers a competitive package of benefits, including opportunities for professional training / cross training, sick/vacation/family leave, flexible work schedule, and health benefits.

**Job Description:** Working in collaboration with the board of directors, the new ED will be expected to do the following:

- (1) Organizational Management: Provide managerial support to the Board of Directors in developing organizational systems including but not limited to:
- o Develop an implementation work plan and timeline to guide start-up work and landmarks.
  - o Work with the EC to implement financial systems and internal controls policies including developing annual budgets, overseeing work with the organization's bookkeeper and auditor/accountant; maintaining compliance with the organization's approved annual budgets
  - o Oversee risk management and insurance as needed for operations.

- o Oversee development of IT infrastructure and website in conjunction with external development and design team, which will support a wide array of organizational outreach, education and advocacy needs.
- o Management of CACLTN staff, volunteers and contractors: support the board's hiring, outreach and recruitment efforts for other staff members as well as independent contractors, and provide coordination and managerial support once staff members and independent contractors are onboarded. Currently CACLTN has funding for 2 initial staff members growing to as many as 4 in 2021-2022, and in-kind support.
- o Attend board meetings and provide support developing board packets, distributing reports and minutes etc.

(2) Annual CACLTN Conferences / Member Meetings: Provide primary leadership/ logistics coordination for annual conferences and membership meetings, and secure additional assistance as needed from CACLTN members. Secure philanthropic / private funding support to cover annual conference expenses and vendors.

(3) PROGRAM MANAGEMENT: Provide managerial support for CACLTN's four core areas of work:

- POLICY: Provide support to the volunteer Policy Committee including maintenance of minutes, development of template letters of support, liaison with legislative consultants and support of committee members' strategy.
- EDUCATION and CAPACITY BUILDING *CLT Academy*: work with CACLTN's board to identify any long lead time items for the CLT Academy plan that may require initial action prior to onboarding more staff members.
- FINANCE: Coordinate research and development of CLT Finance tools
- RESEARCH: In partnership with researchers from the Urban Displacement Project, oversee research and provide support as needed / directed into the needs of CACLTN's members, residents and communities and generate reports about the state of CLT's and their needs in California.

(4) FUNDRAISING AND DEVELOPMENT : Oversee implementation of the organization's fundraising and development program in conjunction with Board members. Partner with the Board to develop an innovative fundraising plan and identify potential resources.

**Minimum Applicant Requirements:**

- An associate's degree
- At least 3 years of work experience in mid-level nonprofit positions
  - o Ex. associate director, program manager, development officer
- Ability to work remotely and independently with minimal direct supervision
- Excellent interpersonal skills
- Excellent written and verbal communication skills
- Excellent managerial skills and follow-through.

- Ability to work with and support the diversity of member CLT organizations across California.
- Willingness and ability to work occasional evenings and weekends,
- Ability to conduct presentations to stakeholders ranging from state policy makers to local community organizations

### **Strongly Desired**

- Bachelor's or Master's degree
  - 4+ years of work experience in mid-level or executive nonprofit positions may be substituted
- Significant expertise and familiarity with the Community Land Trust model, community development, and CACLTN's member organizations
- Bilingual and biliterate in English and Spanish
- Familiarity and willingness to receive training in nonviolent communication, mediation, and restorative/transformational justice practices

**Contact to apply:** Please submit a resume, three professional references, and letter of interest to [board@cacltnetwork.org](mailto:board@cacltnetwork.org) no later than October 30th, 2020.

### **About CACLTN:**

Incorporated in 2018, the California Community Land Trust Network is a state-wide network of Community Land Trusts based in California. Its members include a diverse and inclusive group of organizations that span California to collectively steward permanently affordable homes and community facilities housing thousands of Californians, as well as represent well over \$220,000,000 of community assets. With over 20 established groups state-wide and several more emerging, CLT's are an essential part of solving California's affordability crisis for housing and community facilities.

### **Location and Physical Office:**

The ED may be located anywhere in California but should expect a limited number of in-person meetings in the Greater SF Bay Area, Sacramento Area and Greater Los Angeles Area. CACLTN can assist in identifying meeting and co-located office space with member organizations or co-working spaces as needed. CACLTN's legal office is in Berkeley, CA.

### **Equal Opportunity Employer:**

The California CLT Network provides equal employment opportunities to all employees, consultants, vendors 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.