



CA CLT NETWORK

Co-Director for Organizing and Partnerships

ABOUT THE CA CLT NETWORK:

The California Community Land Trust Network (CACLTN) is a membership organization representing 25 Community Land Trusts and collectively over \$220 million of community assets throughout the state of California. Community Land Trusts steward permanently affordable and community controlled land and housing, creating an alternative to speculative investment and displacement from Humboldt County to San Diego. CACLTN supports 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.

CACLTN currently employs one full time staff person but carries out an ambitious set of policy advocacy and capacity building projects with the time and energy of its board of directors, contractors, and member organization staff and board members.

Among other things, in the past six months, CACLTN has launched a CLT Academy to support member organizations and groups organizing towards community ownership and successfully championed the \$500mil Foreclosure Intervention Housing Preservation Program that will support the conversion of distressed properties to community ownership.

Job Overview: The California Community Land Trust Network (CACLTN) Co-Director for Organizing and Partnerships will lead the Network's membership engagement, membership development, and fundraising initiatives. They will provide executive leadership for the organization in partnership with the Co-director for Policy and Capacity Building.

The Co-Director will report to the CACLTN Executive Committee (EC) and work closely with the members of CACLTN's Board of Directors.

This Co-Director position is highly collaborative and ideal for those with work and/or lived experience in communities most impacted by the housing affordability crisis and at least 3 years of work experience in mid-level or executive nonprofit positions.

Hours: Full-time permanent employee position

Job Description: Working in collaboration with the board of directors and the Co-Director for Policy and Capacity Building (P&C), the Co-Director for Organizing and Partnerships (O&P) will be expected to do the following:

(1) Organizational Management (40%): Collaborate with the Co-Director for P&C in sharing allocating core organizational management tasks such as:

- Overseeing development of IT infrastructure and website in conjunction with external development and design team, in order to support a wide array of organizational outreach, education and advocacy needs.
- Lead a strategic planning process with the board and membership
- Manage 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.
- Support Executive Committee 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
- Oversee risk management and insurance as needed for operations.
- Attend board meetings and provide support developing board packets, distributing reports and minutes etc.

(2) Membership Engagement and Support (35%)

- Lead efforts to identify and engage potential new member organizations, connect them to resources, and support them in their development
- Lead the development of services and initiatives to support CACLTN's current membership including financial tools, peer learning platforms, communications tools, and programming via the CACLTN CLT Academy
- Lead planning of membership convenings, virtual and in person, including the CACLTN annual conference.

(3) Fundraising And Development (15%)

- Coordinate fundraising and grant reporting efforts in partnership with the CACLTN Board and Co-Director for P&C.
- Pursue new funding and revenue generation opportunities.

(4) Program Management (10%)

Provide managerial support for CACLTN's core program areas in coordination with the Co-Director for P&C. CACLTN's programmatic work is carried out by our membership through working groups and committees with coordination from the Co-Director for P&C. The Co-Director for O&P will support these work areas as necessary and assume leadership in areas where they have experience: policy advocacy, capacity building (CLT Academy), Research, Finance.

Minimum Applicant Requirements:

- Excellent interpersonal skills
- Excellent written and verbal communication skills
- Excellent managerial skills and follow-through
- Demonstrated ability to work effectively with people from diverse racial, cultural, and socio-economic backgrounds.
- An associate's degree
- At least 3 years of work experience in mid-level nonprofit positions
 - Ex. associate director, program manager, development officer
- Ability to work remotely and independently with minimal direct supervision
- 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

- Work and/or lived experience in communities most impacted by the housing affordability crisis
- Written and spoken fluency in Spanish
- 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
- Familiarity and willingness to receive training in nonviolent communication, mediation, and restorative/transformational justice practices
- Due to the concentration of membership engagement opportunities in Southern California, CACLTN has a preference that the Co-Director be located in Southern California.

Compensation: Starting salary of \$82,000 to \$90,000 depending on experience.

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

Location and Physical Office:

The Co-Director should plan on working remotely but CACLTN can assist in identifying meeting spaces and making space available at member organizations as needed. The Co-Director should expect a limited number of in-person meetings in the Greater SF Bay Area and Sacramento Area in addition to the Greater Los Angeles Area. CACLTN's legal

office and the Co-Director for P+C are located in the Bay Area. As noted above, there is a preference that the Co-Director be located in Southern California.

To apply: Please apply [through the LinkedIn portal](#) no later than Nov. 15th, 2021. You will be asked to upload a resume, but we ask that you include your resume, a letter of interest, and three professional references combined in one PDF. **Only applications that include all of these elements will be considered.**

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.