



The Bay Area Community Land Trust is HIRING!

POSITION: Organizational Director

ABOUT BACLT

The Bay Area Community Land Trust (BACLT) is a democratic member-based organization advancing housing as a human right by converting rental buildings into permanently affordable, resident-controlled housing cooperatives in the East Bay. BACLT preserves multifamily housing where residents are at risk of displacement by permanently removing rental buildings from the speculative market and supporting those residents in creating a Housing Co-op. BACLT also provides education for new and existing Co-op residents. BACLT is democratically governed by its predominantly low-income residents and members. BACLT currently has ten properties, with 98 units.

CORE RESPONSIBILITIES

The Organizational Director (OD) is responsible for the overall management of the organization and all staff members, to ensure that BACLT achieves its strategic goals set forth in the Strategic Plan, and ensures adequate resources necessary to support the work to achieve those goals. The Organizational Director is hired by and reports to the Board of Directors, and works closely with the collaborative team of board committees, staff members and contractors. The OD works collaboratively with the Board Officers and Board Committees to create organizational policy, Strategic Plan and Business Plan. The OD oversees all work to achieve its goals, especially to ensure the organization advances its core values and goals of advancing racial and gender equity at all levels of the organization including organizational language and practice, relationships with residents, systems of accountability and conflict resolution, and community relations. BACLT is in an active period of organizational growth, and the OD will support the board and staff in strengthening feedback practices, navigating conflict with care, and moving toward more accountable and transparent internal culture. We welcome applicants who can bring clarity, humility, and a commitment to collective learning as we evolve our systems and relationships. BACLT seeks an individual who will bring skills, enthusiasm, and readiness to step into this leadership role which includes the following job responsibilities:

Job Responsibilities:

Real Estate Development (25%):

Towards the strategic goals of preserving and stabilizing more affordable housing units in the East Bay through the acquisition and renovation, and converting rental properties into permanently affordable Housing Cooperatives, in which residents share stewardship, the OD will:

- Oversee collaborative efforts for all new project Acquisition/Rehab in collaboration with staff and other technical experts (consultants and contractors);
- Oversee all Co-op Conversions in collaboration with staff and other technical experts (consultants and contractors);

- Lead the application process for financing and re-financing of properties as needed, in collaboration with the Finance Committee and Stewardship Manager;
- Represent BACLT in relation to all funding and finance relationships with project lenders, especially with the local city jurisdictions; and
- Oversee and ensure the financial and physical health of all properties in the BACLT portfolio in collaboration with the Stewardship Manager and other staff and technical experts.

Fund Development (philanthropic and other revenue) (25%):

Towards the strategic goal of increasing and diversifying BACLT's funding and resource base to support the organization's overall goals and ensure long-term sustainability, the OD will:

- Ensure the organization raises or earns sufficient funding to support its annual operating budget every year. The 2025 budget requires \$600,000 income raised or earned;
- Update and manage the Fund Development Plan to identify and apply for all philanthropic or government funding opportunities available to BACLT;
- Work collaboratively with the Co-op Program Manager for timely submission of grant and contract applications and reports;
- Lead the annual Fund Development Campaign to cultivate and sustain BACLT's donor base;
- Manage the Donorbox system for tracking donations and memberships;
- Collaborate with Board and staff on cultivating and sustaining BACLT membership dues;
- Support the Board Fundraising Committee with fundraising activities (e.g., annual event); and
- Support the Board Treasurer and Finance Committee with creation of the BACLT Core Annual Budget (Fall) and monitoring the Budget versus Actual on at least a quarterly basis.

Financial Management (25%)

- Ensure the overall financial health of the organization and its properties by overseeing all financial management on a weekly, monthly and quarterly basis, including leading the development of the annual operating budgets;
- Work collaboratively with the bookkeeping team to ensure timely quarterly financial reports and annual financial reporting are delivered to the Board and at the annual membership meeting;
- Oversee the annual financial audit process with the bookkeeper and Board Audit Committee;
- Work collaboratively with the Board Finance Committee and Treasurer to ensure that BACLT's Finance Policy Manual is kept up to date and implemented;
- Lead the review and analysis of quarterly and annual financial reports to ensure that the organization remains in good financial standing, and trouble shoots financial challenges before they impact the financial health of the organization or property; and
- Ensure all program and financial records are maintained for proper auditing according to BACLT policies.

Policy & Coalition Development (15%):

Towards the strategic goal of influencing and utilizing public policy to increase support and funding available for anti-displacement efforts in the community that aim for permanent affordability, especially using the BACLT model, the OD will:

- Act as the primary liaison with community-based coalitions and activities in support of affordable housing policies that support BACLT's mission and goals (e.g., Berkeley TOPA/COPA working group, Bond measures, CLT Network Policy Committee, etc.);
- Attend and speak at public & community meetings as needed;
- Cultivate and maintain relationships with affordable housing organizations and groups as relevant to BACLT's mission and goals;

- Coordinate BACLT external communications to residents, members and the general email list for all relevant policy and/or program information, using Airtable database and Mailchimp email tool;
- Mobilize BACLT members and constituents to support public policy as needed;
- Support resident and member political education and leadership development to deepen grassroots engagement in land and housing justice movements; and
- Collaborate with staff in writing newsletters, web content, preparing for events, media relations etc.

Human Resource Development (10%)

Towards the strategic goal of building and sustaining a full-time staff base and advancing racial and gender equity at all levels of the organization, the OD will:

- Hires, supervises and evaluates all staff members;
- Support Board governance by being available and attending all Board meetings and events as needed;
- Collaborate with the Board HR Committee in ongoing development of BACLT's Employee Manual, Policies, and Benefits;
- Develop and administer procedures and policies to strengthen internal systems for personal and organizational sustainability;
- Facilitate and cultivate organizational culture and praxis, promoting community care and holistic wellness;
- Support board and staff to ensure that all organizational activities are accountable to and representative of BIPOC low-to-moderate income communities in Berkeley/Oakland by creating and monitoring clear, measurable objectives;
- Oversee and support the Board and staff with planning for all annual and special membership meetings;
- Support the Board of Directors to help advance board and staff development, capacity building, and staff retention; and
- Plan for and create measurable outcomes to track efforts to build community within the entire BACLT membership (including residents) to cultivate deeper connections, relationships, and trust and a deeply shared vision.

Qualifications/Skills/Experience:

The ideal candidate will have experience working with people from diverse socio-economic and cultural backgrounds, will be passionate about the organization's mission, and experienced in community organizing. They will possess excellent skills in community organizing and project management, specifically:

- Minimum of three years' experience with a community land trust or other community-controlled nonprofit community development organization
- Minimum of one year experience working with or supporting affordable and cooperative housing models
- Minimum of one year experience with either tenant organizing or adult housing education to diverse adult populations
- Demonstrated experience leading with humility, transparency, and a deep respect for resident voice and agency

Strong and confident public speaking skills; able to communicate with clarity and presence in community, public, and policy spaces

- Clear and accessible written communication skills, with attention to diverse audiences

- Demonstrated ability to plan and manage a resident- and community-centered program, including budget and grant management
- Ability to build strong working relationships with diverse groups of people
- Ability to maintain a high level of confidentiality
- Demonstrates a commitment to meaningful outcomes and inclusive people-centered process
- Self-motivated, organized and detail oriented
- Proficient user of Microsoft Office software, database software and internet research
- Basic knowledge of the community land trust model
- Ability to attend/host meetings and workshops on occasional evenings and weekends as needed
- Must have transportation to visit properties in Oakland and Berkeley

While not required, skills or experience in any of the following areas/activities are desirable:

- Bachelor's or Master's Degree
- Experience working with low- and moderate-income households
- Public relations, marketing or preparing publications
- Ability to communicate in Spanish or other language used by low-income residents of the East Bay
- Local candidates who live in Alameda County are given preference.

SALARY AND BENEFITS

This position is 100% FTE (40 hours per week) with a 90-day evaluation period. Starting salary commensurate with experience, ranging from \$110,000 to \$125,000. Benefits include vacation leave, sick leave, 12 holidays and health insurance includes primary care, dental and vision with 80%-20% cost sharing. Please send resume and cover letter to: info@bayareact.org.

This position is open until filled.