

Job title	<i>Executive Director</i>
Reports to	<i>Board of Directors</i>
Classification	<i>Exempt</i>

Job Purpose

The Sullivan County Land Bank (SCLBC) is a community development organization. The mission of the organization is to strategically acquire abandoned properties, eliminate barriers to their redevelopment, and sell rehabilitated properties to new, responsible owners to return the property to the tax rolls. Land Bank activities will support related community revitalization efforts including, but not limited to, zoning amendments, code enforcement, comprehensive plan updates, community health initiatives, and small business and workforce housing development.

The Executive Director will be responsible for continued development of the organization's policies, procedures, and operations in collaboration with the Board of Directors and other governmental and non-governmental stakeholders.

Essential Functions

Job duties and responsibilities of the position include, but are not limited to:

Strategic Planning, Intergovernmental and Public Relations –

- Plan for strategic acquisition, disposition, and assembly/holding of property
- Represent the interests of the SCLBC in cooperative development and adoption of redevelopment plans
- Plan and budget for the management, maintenance, improvement, and marketing of the SCLBC's real property inventory
- Assist in the development and implementation of current and long-range organizational goals and objectives, as well as policies and procedures for land bank operations
- Collaborate with other New York land banks, affiliated local, statewide, and national organizations
- Cultivate partnerships and develop collaborative projects with housing and community development organizations
- Conduct regional and state-level advocacy for policy and legislative initiatives
- Coordinate with County and municipal government officials and elected bodies
- Communicate and coordinate with local community organizations
- Conduct outreach to neighborhood stakeholders

Administrative –

- Provide staff support to the organization's Board of Directors
- Prepare annual operating budget for the organization
- Prepare the annual report outlining projects, finances, and administrative activities
- Oversee professional service contracts—including, but not limited to, legal services, accounting, and brokerage services, property maintenance and development contracts
- Analyze and evaluate vendor services to ensure procurement of services
- Oversee real estate transactions and leases
- Ensure compliance with grants management requirements, as applicable
- Ensure compliance with Public Authorities Accountability Act

General Duties –

- Assist in hiring and training additional staff, as needed
- Represent the SCLBC at professional and public functions
- Keep abreast of latest trends and best practices in land bank operations and urban redevelopment
- Must be able to travel to attend conferences, training, and other events as required to maintain proficiency in fulfilling the responsibilities of the position
- Other administrative, planning, and policy-development duties as assigned by the Board of Directors

Competencies and Qualifications

- Bachelor's degree in related field. (Master's degree, preferred)
- Two to five years' experience with a land bank, in real estate development, or community development activity, or with related work. Five to eight years of such experience is preferred with a bachelor's degree
- Finely honed oral and written communication skills for all levels of organization and community
- Keen judgment and problem solving skills for strategic planning
- Successful track record of achieving results through persuasion and collaboration
- Successful track record managing multiple complex projects simultaneously
- Must exercise discretion, sound judgment, and the highest professional ethics
- Not-for-profit management experience
- Must be flexible and highly organized.
- A successful track record of increasingly responsible and complex positions
- Proficiency in Microsoft Office
- Experience with the requirements of Public Authorities in New York & PARIS system
- Proficiency with Arc GIS is a plus
- Experience with policy analysis and development
- Performance management
- Business Acumen including strong data analysis skills
- Project management
- Experience with grant writing, grants management and regulatory compliance
- Experience and effectiveness managing dialogue and collaboration with diverse interest groups, neighborhood advocacy groups, and other local stakeholders
- Thorough knowledge of state regulations as it pertains to governmental operations
- Valid, clean driver's license
- Must reside in or willing to relocate to Sullivan County, NY

Application Process

Applications must include a detailed cover letter and resume to:

Freda Eisenberg, Chair
Sullivan County Land Bank Corporation
c/o Sullivan County Division of Planning
PO Box 5012
100 North Street
Monticello, NY 12701

Please direct questions to: planning@co.sullivan.ny.us

Please provide at least three references

Note: This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may change at any time and with or without notice. This job description does not constitute or imply a contract of employment.