Cass Clay Community Land Trust
Executive Director
Job Description

Cass Clay Community Land Trust (hereinafter, “Cass Clay CLT”) is a nonprofit, 501(c)(3) organization incorporated in 2018 with a mission to:

a. Provide opportunities for low-income and moderate-income families and individuals to access decent and affordable housing within its service area of Cass County, North Dakota and Clay County, Minnesota.

b. Foster the availability of a combination of owner-occupied housing that meets diverse needs within its service area. And

c. Preserve the quality and affordability of housing for successive owners through land leases and covenants.

Cass Clay CLT intends to operate in a collaborative manner with non-profit and for-profit housing developers to implement this mission.

Cass Clay CLT Goals:

- **Long-term:** To create and maintain a strong, well-functioning, community organization that will permanently steward land for home ownership opportunities and other affordable housing for low-income and moderate-income households in the area.
- **Short-term:** To develop a base of community, financial, and political support for Cass Clay CLT, while concurrently adding housing units to Cass Clay CLT’s portfolio of permanently affordable homes and developing and cultivating community relationships. And to work with the Cass Clay CLT board of directors to develop and implement policies, procedures and systems to build the operating and technical capacity of the organization.

Job Summary:
Under direction and supervision of the Cass Clay CLT Board of Directors, the Executive Director shall perform administrative, program and project management work in the development and construction of projects performed by the Cass Clay CLT or by professional consultants and for-profit and nonprofit development partners. The primary responsibility is program development, management, and oversight. The position requires extensive community outreach and education. This position performs moderately complex assignments.

Duties and Responsibilities:
The Executive Director must have the skills necessary to supervise and direct all functions of the Cass Clay CLT at the direction of the Cass Clay CLT board of directors, including:

1. Using independent judgement to perform day to day tasks while demonstrating a strong personal and professional commitment to affordable housing and community development.
1.1 Manage the Cass Clay CLT as a nonprofit organization, a community land trust and a small business
1.2 Conduct extensive community outreach and education to market the CLT concept, recruit members, donors and homebuyers.
1.3 Create and implement a public relations strategy, including events, materials and publications.
1.4 Raise funding for operating support, housing projects, and additional housing resources.
1.5 Advocate for public policies supportive of Cass Clay CLT’s mission.
1.6 Facilitate long-range planning and implementation to reach organizational goals and objectives.
1.7 Staff and facilitate regular board and committee meetings.

2 Supervise CLT-specific homebuyer education, counseling, and selection.
2.1 Supervise the marketing of Cass Clay CLT homes and selection of Cass Clay CLT home buyers.

3 Supervise a staff that is expected to reach an additional 2-3 FTE within the next 18-24 months.
3.1 Manage Cass Clay CLT’s stewardship of homes and homeowner households until professional staffing is hired and dedicated to managing these responsibilities.
3.2 Provide work direction and training to others for successful performance of their duties.

4 Plan and manage multiple projects based on Business Plan and available budget.
4.1 Manage relationships with nonprofit and for-profit housing developers and participate in development activities including acquisitions, negotiations and evaluations of development opportunities.
4.2 Prepare cost estimates or provides informed input on project costs; analyzes costs, future cost projections and sources of funding in order to develop detailed project estimates.
4.3 Work to ensure the most cost-effective alternatives are identified when planning expenditures.
4.4 Monitor project funds and expenditures against plan, making or recommending adjustments as necessary.
4.5 Approve and submit or recommends payments that are within the project budget and within the authorized approval limits of the job; submits funding requests from multiple funding sources.

5 Serve as the owner’s agent, monitors progress of construction projects.
5.1 Monitor progress of projects to ensure conformance with contracts, specifications and schedules.
5.2 Make decisions within limits of authority and make recommendations for contract modifications based on conditions found at sites.
5.3 Work to resolve conflicts and issues and negotiates with affected parties.
5.4 Provide informational contact with the stakeholders, contractors, and consultants to address project concerns, technical issues, public relations, etc.
5.5 Work with stakeholders to answer questions and provide technical information during construction projects.
5.6 Make decisions on issues relating to projects within limits of authority, such as selecting from options presented by inspectors and contractors; authorizes payments, change orders, etc.,
5.7 Monitor inspectors, contractors, and consultants under the project.
5.8 Recommend appropriate corrective action to stakeholders, contractors, and consultants.
5.9 Maintain project records.

6 Communicating courteously and professionally and maintains working relationships with others in carrying out job functions.
6.1 Interaction regularly includes negotiations involving convincing the other party to do something to achieve a basic work-related objective;
6.2 Interact with clients, board members, public, contractors, consultants, donors, utility representatives and other stakeholders, providing information, and resolving issues and complaints in an efficient, timely manner.
6.3 Serve as project representative and interacts with the media.
6.4 Attend and participate in professional group meetings; maintains current knowledge of trends and innovations in the field.

7 Performing all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.
7.1 Ability to travel locally using one’s own vehicle, while carrying acceptable insurance and holding a valid driver’s license.

8 Performing other duties and activities as assigned.

**Minimum Qualifications:**
The job requires a Bachelor’s degree in a Community Development, Public Administration, Business Planning or a related field, ten or more years of experience in project management real estate finance, development or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. A valid driver’s license is required.

**Abilities, Knowledge, and Skills:**
- Ability to communicate effectively in both verbal and written forms, involving complex, technical content, and have strong public relations skills;
  - Skilled in Leadership, including good board management skills
  - Skilled in both written and oral communication including public speaking

- Ability to strategically plan and to arrange resources to accomplish objectives
  - Knowledge of administrative practices including budgeting, purchasing and policy formulation;
- Skilled in developing and managing organizational operating budgets

- Ability to establish and maintain effective working relationships with others.
  - Skilled in the development and implementation of outreach and community engagement efforts
  - Skilled in working with various ethnic constituencies and/or in a multi-cultural environment

- Ability to provide work direction and training to others for successful performance of their duties;
  - Skilled in organization, prioritization and supervision of work;

- Ability to manage a nonprofit organization
  - Knowledge of local, state and federal laws, regulations and codes relating to projects and programs;
  - Skilled in Microsoft Office applications with the ability to use spreadsheet and word processing software, as well as, some familiarity with databases
  - Skilled in program and project management;
  - Skilled in Public relations, marketing or publications
  - Skilled in Fundraising

**Physical Demands & Working Conditions:**
Work is performed in a normal office environment and in the field. with considerable variety. Daily work often involves moving between buildings and rooms. Driving is required to attend meetings and to manage project sites. There is extensive computer use and considerable attention to detail and deadlines. Work at project sites involves exposure to multiple disagreeable working conditions and hazards including noise, dust, dirt, weather extremes, moving construction equipment and traffic.

Medium Work: Physical demands are normally those associated with medium work: Exerting up to 50 pounds of force occasionally and/or 20 pounds of force frequently, and/or 10 pounds of force constantly to move objects.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

**Supervision Received**
The Executive Director is accountable to the Cass Clay CLT board of directors.