



Job Description--Executive Director
Newburgh Community Land Bank
Contact: info@newburghcommunitylandbank.org

Newburgh Community Land Bank has an opportunity for an accomplished professional to join the organization as Executive Director. Since forming in 2012, NCLB has led the land banking effort across NYS and helped advance the transformation of downtown Newburgh into a community of choice through targeted investment in distressed properties. The Board of Directors seeks a dynamic leader for a new phase of growth and progress in furtherance of NCLB's mission to improve the quality of life in Newburgh by stabilizing and revitalizing abandoned properties.

Summary

Under the direction of the Board of Directors, the executive director is responsible for overall management and operation of the Newburgh Community Land Bank. The executive director is a public-facing and accountable leader who oversees the development and execution of the Land Bank's work plan, protects its assets, and ensures compliance with grantor, federal, state and local regulations.

Essential Duties and Responsibilities

The executive director is responsible for overall operations for NCLB, a non-profit corporation with enhanced public oversight, which acquires vacant and abandoned properties in the City of Newburgh. The incumbent will:

- Act as the face of NCLB to build and maintain positive and productive relationships locally and at a state and national level with Newburgh municipal government, NYS and US government agencies, non-profit organizations and foundations, community-based groups, and other entities.
- Maintain open communication with Board of Directors and present updates and action items at bi-monthly board meetings.
- Oversee project implementation including coordination and oversight of contractors working on multiple building sites at any given time.
- Coordinate the distribution of information to the public (website, social media, email lists, etc.).
- Oversee all fundraising and stay up to date on programs and opportunities to raise revenue to support land bank operations and build industry relationships and partnerships

to further the organization's mission. Identify opportunities to leverage existing financing to secure additional funds.

- Assist in the development of current and long-term organizational goals and objectives as well as policies and procedures for optimal NCLB operations. This will include the collection and analysis of data, awareness of national best practices, community surveying, and other tasks to shape the organizations plans and work as they arise. Success at the land bank will balance community equity and opportunity with new investment.
- Bolster partnerships with development partners and provide support to potential purchasers.
- Oversee accounting functions in coordination with administrative manager and professional accounting firm necessary for audits, budgeting, financial analysis, and in accordance with applicable policies, rules and guidelines. Executive director will formulate and propose and annual budget.
- Prepare annual reports to the municipality and Public Authorities Reporting Information System, and others as required.
- Supervise small staff and handle all aspects of human resource management for a small office including hiring and termination, setting compensation and applying board-approved policies and benefits in accordance with federal and state requirements. When needed, assist in the execution of duties typically assigned to other staff who may be unavailable.
- With the administration and project staff support, manage grants and track expenditures; coordinating with outside legal counsel on finalizing terms; setting contractor work plans, budgets and expectations; monitoring progress and achievement of deliverables; and generating required reporting for public and private grantors.
- Work closely with staff to ensure that they have the appropriate professional and technical support to achieve NCLB goals.
- Analyze vendor services to ensure that providers such as legal counsel, accounting, insurers, benefit providers, contractors, and others best meet the needs of NCLB and make recommendations to the Board as appropriate; negotiate with vendors; manage payroll and benefits. Provide required information and feedback to vendors, particularly insurance vendors, as required to maintain appropriate coverage.

Education and Experience

A Bachelor's Degree is required. An advanced degree in a related field such as law, urban planning, real estate development, public administration, or architecture is strongly preferred. The executive director must have at least seven years of professional experience in a related field with some focus on aspects of real estate development, a basic knowledge of construction or building code, and staff management. Community revitalization and/or land bank expertise will be strongly favored.

Technical Skills

NLCB uses standard computer programs to execute its work—Microsoft Word, Excel, PowerPoint, and similar are minimum requirements.

Travel

From time to time, the Executive Director must be able to attend conferences, trainings and other events around the country to acquire and maintain proficiency in the skills and knowledge to advance NCLB goals and priorities.

Compensation and Work Environment

NCLB offers an accessible, congenial, flexible work environment and competitive compensation with options for benefits and generous paid leave. In general, NCLB maintains standard business hours (9-5 M-F), but the executive director should have flexibility to make evening presentations or attend meetings as required.

To apply, please send a cover letter and resume to: info@newburghcommunitylandbank.org
Inquiries will be accepted until the position is filled.

NCLB seeks a diverse applicant pool and prohibits discrimination and harassment of any type and affords equal employment opportunities without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.