



JOB POSTING

POSITION: Office and Programs Manager

APPLICATION DUE DATE: September 17th, 2021

OVERVIEW

The Hartford Land Bank's mission is to identify, acquire, and redevelop – directly or through partnership with government, nonprofit, and private sector partners – vacant, abandoned, tax-delinquent and/or distressed properties in the City of Hartford, where such redevelopment will: improve community and economic vitality of Hartford neighborhoods, ensure long-term sustainability of impacted properties, and, enhance the quality of life for residents and businesses. The Hartford Land Bank (HLB) coordinates its activities with other community, regional or neighborhood partners, as well as with the City of Hartford.

Through both programming and operations, HLB is committed to advancing racial equity and justice in the city of Hartford. The Land Bank programs should be designed to increase wealth among residents of color in the city of Hartford, including development and homeownership opportunities.

The Hartford Land Bank especially encourages applications for this position from qualified City of Hartford residents and people of color.

DESCRIPTION OF ESSENTIAL DUTIES

The Office and Programs Manager will be responsible for maintaining many of the daily administrative functions of the organization. In addition, working alongside the CEO of the Land Bank, this individual will help build out larger programmatic initiatives, and help coordinate community engagement with residents of the City of Hartford.

Programmatic

- Help develop and market a pipeline program for developers of color in the City of Hartford;
- Coordinate the marketing of HLB properties and programs;
- Work alongside developers in building out financial, and development plans for HLB properties. Assist in connecting developers with financing and subsidies including but not limited to tax credit applications for HLB properties;
- Track development of HLB properties and work with an HLB Construction Manager to address issues as they arise.

Administrative

- Oversee payroll and benefits for employees of the Land Bank;
- Work on HLB Grant Applications;
- Assist in the preparation of the annual budget, track expenses throughout the year and prepare budget reports at least quarterly at the request of the Finance Committee, and assist in the annual audit and other related compliance functions;



- Coordinate external communications: work with HLB team on social media, emails and website communications, and address inquiries coming into the Land Bank by phone or email;
- Oversee scheduling;
- Staff meetings of the Hartford Land Bank Board of Directors and its committees.

Community:

Any applicant should have significant knowledge of Hartford's neighborhoods and its key stakeholders. The Office and Programs Manager will work with the CEO to coordinate a community engagement strategy for HLB that ensures that Hartford residents are given a voice at the table. This includes regularly meeting with NRZs and other community groups, scheduling regular times to walk around neighborhoods and meet with smaller groups of residents, and participating in one-on-one meetings with residents and stakeholders.

SPECIAL KNOWLEDGE/SKILLS REQUIREMENTS

- Attention to detail; the ability to successfully manage projects with multiple moving pieces without dropping any balls;
- Strong organizational and communication skills;
- Knowledge of the City of Hartford;
- Community or economic development experience;
- Demonstrated ability to establish and maintain effective partnerships.

MINIMUM REQUIREMENTS

- A bachelor's degree from accredited university or college, additional relevant educational experience is a plus;
- Some experience with community engagement or organizing;
- Ability to use social media and excel effectively, and to adapt to and use other technology necessary to the role;
- Fluency in Spanish is a plus.

Applicants should submit a cover letter and resume no later than September 17th, 2021 to info@hartfordlandbank.org. Please no telephone calls, emails, or office visits. Principals only. The HLB will offer a competitive package of non-profit salary and benefits. The HLB is committed to Equal Employment Opportunity