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## **JOB POSTING**

**POSITION: Executive Director**  
**OPENING DATE: November 22, 2023**

### **OVERVIEW**

The Hartford Land Bank, Inc. (HLB) seeks a dynamic and entrepreneurial leader to serve as Executive Director (ED). The HLB ED will be responsible for managing the organization and planning, organizing, and implementing programs that will efficiently advance the HLB mission. The ED is expected to implement the strategic plan finalized by the Board of Directors. HLB's Board of Directors especially encourages applications for the position of ED from qualified City of Hartford residents and people of color.

The HLB is a Connecticut nonprofit corporation. The mission of the HLB 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. HLB coordinates its activities with other community, regional or neighborhood partners that pursue objectives and goals complementary to that of HLB. The City of Hartford is a key partner and the HLB ED shall be the primary liaison to the City of Hartford.

The HLB ED, with the support of the Board of Directors, will be responsible for executing the following: establishing a staffing structure, managing the HLB budget and finances, continuing to assess the current office location to ensure the location is meeting the needs of the community, securing additional operating funds, reviewing and maintaining an annual work plan and maintaining systems and policies to ensure effective operation and accountability (e.g. Financial Management, Human Resources, Compliance, Procurement, IT).

As new staff and systems are brought online, the ED shall delegate to staff/contractors as appropriate but shall remain responsible for supervising/executing all activities of the HLB as it pursues its mission. The ED will be expected to work with a variety of partners to advance the mission of the HLB. As such, the ED should have knowledge of Hartford neighborhoods and be committed to working with key stakeholders (community residents, State of Connecticut, City of Hartford, founders, philanthropic partners and developers, including community development corporations and participants in HLB's developer cohorts).

The HLB inventory primarily consists of residential real estate. However, from time to time the HLB ED may be called upon to acquire, redevelop and/or sell commercial or industrial properties.

The HLB ED must exercise strong judgment, inspire confidence, and lead the growth of the HLB. Pursuant to the mission of the HLB, the ED will operate with highest values of transparency, community-centeredness, ethics, and accountability.

Through both programming and operations, HLB is committed to advancing racial equity and justice in the City of Hartford. The ED will be expected to develop programs designed to increase wealth among

residents of color in the city of Hartford, including homeownership opportunities. The ED should also design and encourage development and operating opportunities that promote a high level of participation among people of color, including continuing to further develop the developer cohort program.

### **DESCRIPTION OF ESSENTIAL DUTIES**

The HLB ED will be responsible for all operations and programming of the organization. The ED will perform general supervision and management of the HLB and all HLB staff.

#### **Manage the Hartford Land Bank**

The HLB ED shall perform/supervise daily HLB operations, including, but not limited to:

- Establishing and managing the budget and finances, including managing the Department of Housing (DOH) funding and ensuring it is spent in a timely manner.
- Maintaining the books of the HLB in accordance with established accounting practices.
- Maintaining systems to ensure compliance with requirements of funders and investors and with the laws and regulations of the City of Hartford, State of Connecticut, and Federal funding.
- The City of Hartford is a key partner and the HLB ED shall be the primary liaison to the City of Hartford.
- Maintaining an active communications program including a website, social media, newsletter and other media.
- Acquiring, insuring, maintaining, and disposing of residential, commercial, industrial, and/or other real properties.
- Hiring, managing and developing staff.
- Supervising vendors and ensuring performance on contracts.
- Liaising with and promoting the HLB to funding partners, public officials and bodies, external stakeholders and community and redevelopment partners.
- Securing the resources, including primarily financial resources, necessary to support and advance the HLB.
- Any other tasks assigned by the Board incidental to the performance of this role.

#### **Manage the HLB Portfolio**

- Establish the Hartford Land Bank as the official land bank authority of the City of Hartford.
- The HLB ED will periodically evaluate the status of the HLB portfolio and recommend adjustments to ensure that the HLB is able to efficiently acquire, stabilize and dispose of properties in adherence to HLB Policies and Strategic Plan(s).
- The HLB ED will ensure that the HLB is protected as to its legal and fiduciary liabilities by maintaining appropriate insurance and employing competent legal counsel.
- The HLB ED will ensure that all property under the care or control of the HLB will be maintained to preserve the value and condition of the property and properties nearby.

### **Maintain a Strong Board of Directors**

- The HLB ED reports to the Board of Directors and must ensure all Board directives, policies, and resolutions are carried out.
- The HLB ED is responsible for informing the Board, sufficient as to form and detail, to allow the Board to exercise its fiduciary responsibility.
- The HLB ED assists the Board in developing and executing a Strategic Plan, recommending adjustments as necessary and appropriate.
- The HLB ED assists the Board to identifying, cultivating, and on-boarding new Board Members.
- The HLB ED recommends an Annual Budget and manages to the HLB budget.

### **Other**

- The HLB ED will participate in public policy efforts to promote and strengthen land bank and blight remediation tools and techniques.
- The HLB ED will continue to evaluate and move forward the developer cohort program.
- The HLB ED will be required to work with staff to ensure timely responses to community concerns and inquiries.
- The HLB ED will attend conferences, professional development training, or other events as required to acquire and maintain proficiency in fulfilling the responsibilities of the position.
- The HLB ED will be available to attend evening and weekend meetings to represent the HLB.

### **SPECIAL KNOWLEDGE/SKILLS REQUIREMENTS**

- Knowledge of real estate markets, real estate financing mechanisms and subsidy programs, particularly those applicable to residential redevelopment, and homeownership incentive programs.
- Knowledge of Hartford, Hartford neighborhoods, and of Connecticut.
- Knowledge of best practices for blight remediation and land-banking; experience with public policy related to these issues.
- Strong community or economic development experience, especially in the area of blight remediation and/or distressed property redevelopment in an urban setting.
- Demonstrated ability to establish and maintain effective partnerships, particularly with regard to philanthropic organizations, community organizations in Hartford, and elected and appointed officials.
- Experience writing and managing grants and contracts.
- Training experience or experience managing training programs, preferred.
- Outstanding organizational and communication skills.
- Strong attention to detail, decision-making skills and ability to manage diverse teams.

## **MINIMUM REQUIREMENTS**

- At least 7 years of professional experience in community development, real estate, affordable housing, economic development, or related field.
- At least 3 years of experience with a nonprofit or government/public sector organization is preferred.
- Management experience with staff, vendors and budgets.
- Experience with any/all: vacant, abandoned, and/or distressed real estate; urban planning; community revitalization; real estate development; real estate finance; zoning and land use.
- Minimum bachelor's degree from accredited university or college.
- Advanced degree in a community development related field such as Law, Urban Planning, Public Policy, Public Administration, or closely related field is preferred.
- Bilingual Spanish a plus.

## **MORE INFORMATION ON LAND BANKS:**

<https://communityprogress.org/nlbn/>

<https://housingalliancepa.org/blight-library/>

## **ANTI-DISCRIMINATION POLICY**

The HLB is an equal opportunity employer, and all applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. The HLB is committed to diversity, equity, inclusion, and justice.

## **COMPENSATION AND BENEFITS:**

The HLB offers a competitive package of salary and benefits.

## **TO APPLY:**

Interested candidates should submit a cover letter and resume to [info@hartfordlandbank.org](mailto:info@hartfordlandbank.org) by **5:00 PM EST December 29, 2023**. Please no telephone calls, emails, or office visits. HLB's Search Committee will begin reviewing applications December 22, 2023. Candidates who are selected to move forward in the hiring process will be notified by email no later than January 15, 2024. All initial interviews will be conducted via Zoom.