

# **ALBANY COUNTY LAND BANK CORPORATION**

## **Executive Director Job Description**

### **Summary**

Our newly formed 501(c)3 stands ready to take its place in the fight against blight. In partnership with our Board of Directors, our first Executive Director will forge strategic and tactical alliances, develop and implement policy, and manage the financial reporting and health of our organization that will confront and end the problems distressed properties cause to our neighborhoods. He/She will support county-wide and local revitalization strategies and efforts through strategically acquiring, improving, assembling, demolishing, and selling vacant, abandoned, and tax-delinquent properties. He/She will be the public face of the Land Bank and he/she must have and demonstrate the passion and commitment to the cause and vision of the corporation. This is a true “start up” where vision, thought leadership, comfort with vagueness and ambiguity and strong persuasion skills will serve you well. A good sense of humor wouldn’t hurt either.

### **Key Responsibilities**

- Oversees all accounting functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management and payroll.
- Creates and manages acquisition, demolition and disposition programs.
- Responsible for development agreement management including negotiating terms that reflect the needs of the community and land bank.
- Will source and hire staff and be responsible for all Human Resource activities of the organization.
- Sources and manages grant opportunities along with other fund development opportunities.
- In partnership with the Board of Directors, develop short, medium and long-term goals and the success measures necessary to determine outcomes.
- Assist the Board of Directors in creating the vision, mission and strategic plan of the organization.
- Represent the organization with the media and state-sponsored events and ensure the land bank maintains maximum visibility.

- Work and communicate effectively with our community advisor partners to ensure all recommendations for neighborhood improvement are supported at the grass roots level.
- Create alternative sources of revenue generation and lines of business.
- Coordinate all legal matters with the county, cities and state.
- Manage the transfer and disposition of all properties into and out of the land bank.
- Interface with and look for opportunities to partner with developers, non-profits, community development organizations, and businesses on their goals and plans.

### **Skills Needed for Success**

This role requires a bold leader and spokesperson that is fluent in financial and real estate issues. You need a high level of emotional energy and a visible passion for the mission and all it can accomplish. You must have vision and be farsighted about our future potential. You must be comfortable in a room with diverse stakeholders and see that as an opportunity to build bridges to new ideas and discovery. You must be prepared to be outspoken, stand up for what you believe, push back against the tide for your beliefs, and take calculated risks. Lead by example, with observable behavior to back up your word. And don't forget that sense of humor.

### **Specific qualifications**

- Educational background in Urban Planning, Real Estate Development/Finance, Public Administration or closely related field
- Proven leadership skills
- Strong public presence and media savvy
- Exceptional thought leadership, intellectual and strategic abilities and the capacity to turn big ideas into actionable plans
- A solid grasp of the political, economic, social and cultural issues that impact our communities and, in turn, the land bank
- Knowledge of and comfort with human resource practices, financial requirements, and contractual law
- Must have a best-in-class attitude and be prepared to become the expert

- Strong written and presentation skills
- Must be a bridge-builder between all groups of people and build consensus and trust that will pave the way to transformation success
- Be Residency in Albany County is required within six months of appointment

### **To Apply**

Salary level and benefits are to be determined and will be presented to our leading candidates.

Please submit your resume and a cover letter to:

Mike Jacobson, *Board Chair*  
c/o Habitat for Humanity Capital District  
200 Henry Johnson Blvd.  
Albany, NY 12210

Or by Email to [Mike@HabitatCD.org](mailto:Mike@HabitatCD.org)

Resumes will be accepted until the position is filled.

***The Albany County Land Bank Corporation is an equal opportunity employer. We seek to employ and assign the best qualified personnel in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.***

June/2014