

POSITION DESCRIPTION
Northwest Montana Community Land Trust, Inc.

Job Title: Community Land Trust Executive Director
Accountable To: NWMTCLT Board of Directors
Revision Date: 09/02/2020

Position Status: Part-Time
FLSA Status:
Wage: \$48,000 - \$54,000 depending on experience

Minimum Requirements: BA/BS in business, human services, education or related field or equivalent experience and 5 years' experience in position with related duties. Demonstrated knowledge and experience in fundraising, program development, and staff management. Community Land Trust knowledge preferred. Proven ability to work in a small team environment. Proven ability in oral and written communications. Strong project management skills and experience. Ability to work with a wide range of community organizations and individuals. Ability to collaborate between homebuyers, lenders, and a Board of Directors. Demonstrated knowledge and experience in mortgage lending, real estate, or land development. Ability to facilitate group interactions and provide coaching in a range of settings. Excellent oral and written communication. Requires valid driver's license and reliable and insured vehicle. Occasional evenings and weekends with some in- and out-of-state travel required. Work based in Kalispell. Approximately 20 hours per week.

ORGANIZATIONAL DEVELOPMENT

- Create environment for carrying out organization's vision and mission
- Create and maintain good working relationships with all stakeholders, including lenders, realtors, land trust homeowners, attorneys, engineers, property managers, trade associations, nonprofit partners, and government entities to support the current CLT homes as well as CLT expansion
- Develop resource pool of volunteer professionals for projects, committees and board of directors
- Plan, with board and partners, future successful operations
- Enhance visibility of organization through media relations
- Work with homeowners in CLT homes to promote CLT community events and gatherings
- Participate in networks and associations that support and further CLTs and Land Trusts

REVENUE ENHANCEMENT

- Manage fundraising efforts from private sources
- Balance sustainable revenue generation through services with the mission of providing lasting affordability
- Manage grant research and writing efforts

CONTROL

- Assure review and compliance with policies and procedures approved by Board
- Work with Community Land Trust (CLT) Board of Directors for guidance
- Manage production of periodic operating and measurement reports
- Oversee preparation and management of capital and operating budgets with oversight from the Board of Directors

PERSONNEL MANAGEMENT

- Personnel decisions are made in collaboration with the Board of Directors
- Duties as assigned

OTHER DUTIES

- As requested by colleagues, partners and board
- Participate in planning, training and board meetings as requested
- Maintain the CLT general email account and the CLT PO Box
- Facilitate acceptance of homeowner land-lease payments
- Travel throughout the state for cooperative work and to out-of-state conferences when required

- Other duties as assigned

This job description describes the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Applicant must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation. In-state and out-of-state travel required.

This document does not create an employment contract, implied or otherwise. NeighborWorks Montana retains the discretion to add to or change the duties of this position at any time. By signing below, I acknowledge that I have read and understand the requirements and performance criteria for this position.

Employee's Signature

Date

Supervisor's Signature

Date