



BOARD OF DIRECTORS

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Founded 2002

*A 501 (c) (3)
Charitable
Organization*

Executive Director

Saint Joseph Community Land Trust (SJCLT), a 501 (C) (3) nonprofit housing corporation, is seeking a new Executive Director. This position has a flexible work week with eight core hours every Wednesday. This can be a part-time or full-time position with a work hour range of 32 to 40 hours per week.

The principal responsibility of the Executive Director is to work at the direction of the SJCLT Board of Directors to fulfill its mission at Lake Tahoe, in California and Nevada. SJCLT's mission is to improve the quality of life for individuals and families who cannot otherwise afford housing by acquiring real estate and developing programs to benefit individuals and families. SJCLT is a faith-based, democratically-controlled 501 (c) (3) membership organization whose service territory is the Lake Tahoe Basin, in California and Nevada.

The Executive Director reports to the President of the Board of Directors, or other designated Board Member, and can expect support and clear communications with those persons.

Responsibilities:

1. Assist the Board with developing and implementing annual strategic plans and budgets that ensure the viability, growth, and success of the organization. This shall include a clear fundraising strategy that sustains the basic needs of the organization.
2. Lead fundraising efforts and develop partnerships that advance SJCLT programs. Fundraising may include speaking at Catholic Mass and/or other religious assemblies around Lake Tahoe, along with additional fundraising efforts.
3. Represent the organization to the public. This includes communications with members and supporters of the organization, the general public, religious affiliates, elected officials, government agency staff, funders, partners, and other stakeholders.
4. Manage contractors and professionals assisting SJCLT in an official capacity, including but not limited to bookkeepers, accountants, web site managers, and lawyers.
5. Organize and schedule regular meetings of the Membership, Board of Directors, and Board committees in accordance with SJCLT Bylaws.



"Faith Builds Families, Homes, and Neighborhoods"

1041 Lyons Avenue
South Lake Tahoe, CA 96150

e-mail: contact@saintjosephclt.org
website: saintjosephclt.org

Phone (530) 541-8930

6. Assure that SJCLT maintains compliance with donor and grantor requirements, and all government contracts and laws, rules and regulations.
7. Maintain accurate archival records and files, including but not limited to, local, state and federal designations, certifications and licenses, SJCLT bylaws, resolutions of the Board, meeting minutes, contracts, grants and donations, staff and Board communication, and financial records.
8. Manage contracts with SJCLT apartment managers and others, and oversee maintenance and compliance of all SJCLT properties.
9. Provide staff support for the Board of Directors, including professional development of the Board.
10. Manage an office that is professional, organized and adequately equipped.
11. Hire, manage and direct SJCLT staff, as needed.
12. Manage the day to day operations of the organization and oversee its regular activities.

Desired Experience and Skillsets

- Experience in the development and implementation of strategic and business plans
- Experience as an executive director, or as a housing or housing related program manager with responsibilities in budget development and/or oversight
- Experience and accomplishments with other nonprofit organizations
- Experience in real estate development and land use permitting
- Experience with community land trusts
- Experience with federal and state affordable housing programs (such as HUD Section 8)
- Experience with tax credit and other affordable housing funding programs
- Baccalaureate degree or substantial work experience that is complementary to the organization
- Experience working for (or with) a faith-based organization
- Capacity to energize SJCLT's membership and coworkers

Compensation: Negotiable. Full time range: \$50,000 to \$70,000, depending on experience and available funding. The part-time salary range depends on number of hours worked.

The application deadline is Monday, June 10, 2019. Candidates must submit a resume and cover letter describing their experience, qualifications, and understanding of the position. In addition, candidates must submit: (1) their salary expectations, (2) available start date, and (3) work references. Application materials should be mailed to Saint Joseph Community Land Trust, 1041 Lyons Avenue, South Lake Tahoe, California 96150, or emailed to charlotte@saintjosephclt.org.

