



Job Announcement

Title: East Harlem El Barrio Community Land Trust Manager (Full Time)

Reports to: East Harlem El Barrio Community Land Trust Board of Directors

Position Status: Full Time, Exempt

About East Harlem/El Barrio Community Land Trust

The East Harlem El Barrio Community Land Trust (EHEBCLT) is dedicated to empowering tenants and the community to develop and preserve deeply and permanently affordable housing, commercial spaces, green areas, and cultural hubs in East and Central Harlem. To ensure lasting affordability, the EHEBCLT employs a strategic model in which it retains ownership of the land and leases it to its partner organization, the East Harlem/El Barrio Mutual Housing Association.

After years of tireless organizing efforts, the EHEBCLT has achieved a historic milestone by becoming only the second community land trust in NYC to secure city-owned land. Currently, the organization is collaborating with nonprofit developer partners to rehabilitate its first four buildings, transforming them into permanently affordable, tenant-controlled housing, setting a precedent for community-driven development in the city.

About the role

The EHEBCLT is seeking a dedicated and visionary East Harlem El Barrio Community Land Trust Manager to lead the organization and play a vital role in strengthening our community ties, fostering strategic partnerships, and facilitating community-driven planning and visioning initiatives. The ideal candidate will help us deepen our roots in East and Central Harlem, contribute to the growth and resilience of our organizational infrastructure, and shepherd a new development into a stable and tenant-driven CLT. We are looking for a candidate who can lead a small organization to grow and make their housing a model for additional CLT housing.

The ideal candidate will be deeply committed to advancing housing, racial, and economic justice through the empowerment of communities to control land and housing. As a key player in NYC's burgeoning community land trust movement, the EHEBCLT recognizes the transformative potential of community-led development, and we seek a Manager who shares this vision. The ideal candidate will possess the skills and experience necessary to manage a diverse range of projects, encompassing both programmatic and administrative responsibilities.

Reporting directly to the East Harlem El Barrio Community Land Trust (EHEBCLT) Board of Directors, the East Harlem El Barrio Community Land Trust Manager will work in close collaboration with the Board to drive the organization's mission forward. The Manager will also serve as a key liaison, engaging with local tenants, community residents, NYC-based Community Land Trust Coalitions, and other essential stakeholders and partners. The ability to build and maintain strong relationships with these diverse groups will be crucial to the Manager's success in this role.



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Essential Functions

Supervision

- Supervise the Part-Time Operations Assistant who is responsible for supporting EHEBCLT board members by completing administrative tasks that support the organization and promote tenant participation in decision-making and project stewardship.

Communication, Education & Relationship Building

- Develop, implement, and lead base building and organizing campaigns to increase community engagement and support for the EHEBCLT. This includes the development of a community leadership committee and community-based research as needed.
- Manage relationships with development partners.
- Represent the EHEBCLT at public events, meetings, and forums.
- Collaborate with other NYC-based Community Land Trust focused organizations and institutions to advance the mission of the community land trust.
- Respond to inquiries and concerns from stakeholders in a timely and professional manner.
- In partnership with the EHEBCLT Board of Directors:
 - Develop and implement systems for governing the relationship between the CLT and tenants and the East Harlem community.
 - Support tenants and build out tenant leadership structure by maintaining relationships, facilitating training(s), and supporting the development of tenant associations.
 - Co-lead and coordinate educational sessions about the CLT model for a wide range of stakeholders, including nonprofits, grassroots organizations, government officials, funders, and NYC elected officials.

Grants Prospecting & Grants Management

- In partnership with the EHEBCLT Board of Directors:
 - Research and identify potential grant opportunities that align with the EHEBCLT's mission and goals.
 - Develop and submit grant proposals, including co-writing narratives, co-creating budgets, and gathering required documents.
 - Monitor and ensure compliance with grant requirements, including tracking expenditures, measuring outcomes, and submitting timely and accurate reports to funders.

Organizational & Program Management

- In collaboration with the EHEBCLT Board of Directors and communications consultant, contribute to the development and maintenance of the EHEBCLT's website, social media presence, and overall communication strategy to effectively engage stakeholders and promote the organization's mission and impact.
- Work closely with the EHEBCLT Board of Directors to ensure that the development, implementation, and evaluation of EHEBCLT programs are aligned with the organization's



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mission and strategic objectives, and that they effectively serve the needs of the East Harlem community.

- Implement and maintain efficient systems for collecting, documenting, and submitting all EHEBCLT community event/activities invoices and receipts to the EHEBCLT Board of Directors, ensuring accurate record-keeping and timely processing of financial documents.
- Develop additional new opportunities for CLT housing in East Harlem.

Travel

- Responsible for traveling to interborough meetings, City Hall, Albany, and local meetings as needed.

Qualifications

- Must believe in the importance of collective ownership and governance of land by the people of East Harlem (being a resident of East Harlem is a plus)
- 2-4 years of experience working with underrepresented communities and neighborhoods.
- Familiarity with the structure and operation of community land trusts.
- Experience with tenant organizing.
- Demonstrated competency and ability to discuss race, class, gender, and other issues of power and identity with ease and comfort.
- Experience facilitating workshop(s), training(s), meeting(s), and other collective processes, especially with a popular education approach.
- Experience in using project management tools.
- Experience with communications and fundraising.
- Experience with NYC housing development is a plus.
- Fluency in Spanish is preferred.

Compensation

Depending upon experience the salary range is \$70,000-\$80,000. The EHEBCLT provides attractive perks and privileges such as training and development opportunities, hybrid flexible scheduling and paid time off. Additional benefits include medical, dental and vision coverage.

Apply

Please submit a cover letter and resume describing your interest in and qualifications for the position to: careers@ehbclt.nyc with "East Harlem El Barrio Community Land Trust Manager" in the subject line. In your cover letter, please indicate where you heard about the position.

Applications will be reviewed on a rolling basis, with priority given to those received through the month of April 2024. The position will remain open until filled. Prior to any job offer being made, a reference check will be conducted.

We strongly encourage residents of East Harlem to apply.