



December 5, 2019

Job Description--Project Director

Newburgh Community Land Bank

Contact: info@newburghcommunitylandbank.org

Newburgh Community Land Bank has an opportunity for an accomplished professional to join the organization as Project Director. Since forming in 2012, NCLB has led the land banking effort across NYS and helped advance the transformation of downtown Newburgh into a community of choice through targeted investment in distressed properties. NCLB seeks a Project Director for a new phase of growth and progress in furtherance of NCLB's mission to improve the quality of life in Newburgh by stabilizing and revitalizing abandoned properties.

Summary

Under the direction of the Executive Director, the Project Director is responsible for the management of renovation projects and development of new projects, assisting with Requests for Proposals, identifying possible new acquisitions and partnerships and assisting with the overall management and operation of the Newburgh Community Land Bank.

Essential Duties and Responsibilities

The Project Director is responsible for directing all projects of the NCLB, a non-profit corporation with enhanced public oversight, which acquires vacant and abandoned properties in the City of Newburgh. The incumbent will:

- Oversee project implementation including coordination and oversight of contractors working on multiple building sites at any given time. [L] [SEP]
- Manage all aspects of the pre-development process; [L] [SEP]
- Collaborate with funders, architects, attorneys, environmental consultants, representatives of public agencies and contractors; [L] [SEP]
- Draft, revise, and regularly update development and operating budgets for affordable housing, economic development and community facilities projects; [L] [SEP]
- Support Director in developing acquisition strategies; [L] [SEP]
- Oversee design and construction process with architects, consultants and contractors; [L] [SEP]
- Handle ongoing monitoring, requisition and compliance of projects under construction or post purchase; [L] [SEP]
- Identify new community development opportunities and funding sources, conduct feasibility analyses, (including financial analyses) and prepare applications for funding; [L] [SEP]

- Research and report on land banking and affordable housing development strategies and best practices;^{[[L]]}_{[[SEP]]}
- Write, draft and edit real estate development grant proposals and funding reports; develop relationships with potential affordable housing and real estate development funders;
- Demonstrates commitment to leadership development, community building, and community organizing as strategies for social change;^{[[L]]}_{[[SEP]]}
- Represent NCLB and build and maintain positive and productive relationships locally and at a state and national level with Newburgh municipal government, NYS and US government agencies, non-profit organizations and foundations, community-based groups, and other entities;^{[[L]]}_{[[SEP]]}
- Maintain open communication with Board of Directors and prepare updates and action items for bi-monthly board meetings;^{[[L]]}_{[[SEP]]}
- Bolster partnerships with development partners and provide support to potential purchasers;^{[[L]]}_{[[SEP]]}
- Perform other duties as assigned.

Education and Experience

A Bachelor's Degree is required. An advanced degree in a related field such as law, urban planning, real estate development, public administration, or architecture is strongly preferred. The project director must have at least three years of professional experience in a related field with some focus on aspects of real estate development, a basic knowledge of construction or building code and project management. Community revitalization and/or land bank expertise will be strongly favored.

Technical Skills

NCLB uses standard computer programs to execute its work—Microsoft Word, Excel, PowerPoint, and similar are minimum requirements.

Travel

From time to time, the Project Director must be able to attend conferences, trainings and other events around the country to acquire and maintain proficiency in the skills and knowledge to advance NCLB goals and priorities.

Compensation and Work Environment

NCLB offers an accessible, congenial, flexible work environment and competitive compensation with options for benefits and generous paid leave. In general, NCLB maintains standard business hours (9-5 M-F), but the project director should have flexibility to make evening presentations as required.

To apply, please send a cover letter and resume to: info@newburghcommunitylandbank.org
Inquiries will be accepted until the position is filled.

NCLB seeks a diverse applicant pool and prohibits discrimination and harassment of any type and affords equal employment opportunities without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.