



East New York Community Land Trust  
2966 Fulton St., Brooklyn, NY 11208  
staff@eastnewyorkclt.org  
(646) 335-5973

## Position Announcement: Community Land Trust Coordinator

[East New York Community Land Trust](#) (ENYCLT) was founded during the pandemic by local residents with the support of Cypress Hills Local Development Corporation, who is our fiscal sponsor. We are seeking a full time CLT Coordinator as we work towards becoming an independent membership organization capable of handling all of our operations functions ourselves. The CLT Coordinator will help us plan and establish systems necessary to reach the goal of becoming an independent, democratic, membership-based CLT.

ENYCLT is a grassroots, people of color-led non-profit organization founded by East New York and Brownsville residents dedicated to preserving affordability for future generations. We organize around a vision of a self-sustaining community where **our people come before profit**. Specifically, we are organizing and building power to bring land into community ownership.

### Principal Duties:

- **Plan and establish baseline non-profit operational systems** including financial management, fundraising and communications, government contracting, insurance/risk management, human resources and IT.
- **Manage ENYCLT's transition to a democratic, membership-based organization.** Right now, our work is conducted by a core group of residents who make up our steering committee. The CLT Coordinator's job will be to formalize and expand our membership structure ensuring that democratic policies are in place to ensure that the organization is led-by and accountable to its membership. This work also includes developing a plan for new member outreach and orientations, the collection of annual dues and ongoing member training and leadership development and designing strategies to increase membership growth.
- **Develop and implement CLT stewardship systems.** The CLT Coordinator will work with the ENYCLT Board and Steering Committee to create systems for governing the relationship between the CLT, lessees, and the community. This work includes supporting the development of ground leases, creating educational materials for CLT residents/lessees, and systems to ensure that the



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CLT and the lessee are operating in accordance to our policies and procedures.

### **Qualifications:**

- Mission and Values Alignment: Must believe in the importance of collective ownership and governance of land by the Black and Brown people of East New York and Brownsville
- Familiarity with the structure and operation of community land trusts (experience working with community land trusts is a plus)
- Experience with operational aspects of non-profit planning and financial management and government contracting
- Experience with communications and fundraising
- Strong problem-solving and critical thinking skills in addition to exceptional written and verbal communication skills with an attention to detail.
- 4+ years of work experience OR Bachelor's degree and 2+ years work experience post-college
- Fluency in Spanish and/or Bangla is a plus

### **Compensation:**

This position is 35 hours per week. The salary is \$70,000/year. Additional benefits include paid time off and medical, dental and vision coverage.

### **Apply:**

Please submit a cover letter and resume describing your interest in and qualifications for the position to: [staff@eastnewyorkclt.org](mailto:staff@eastnewyorkclt.org) with "CLT Coordinator" in the subject line. Please also indicate in your cover letter where you heard about the position.

A reference check will be required prior to any job offers being made.

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