



30 Laurel Street • Hartford • CT • 06106

## Executive Director

[The Hartford Land Bank, Inc.](#) (HLB) seeks a dynamic and entrepreneurial leader to serve as Executive Director (ED). Established in 2020, the ED will help take the Hartford Land Bank to the next level as the official land bank authority of the City of Hartford.

### OVERVIEW

The HLB is a Connecticut nonprofit corporation that works with government, nonprofit, and private sector partners. The mission of the HLB is to identify, acquire, and redevelop vacant, abandoned, tax-delinquent and/or distressed properties in the City of Hartford. Goals of redevelopment include to improve community and economic vitality of Hartford neighborhoods; ensure long-term sustainability of impacted properties; and enhance the quality of life for residents and businesses.

HLB coordinates its activities with other community, regional or neighborhood partners that pursue objectives and goals complementary to that of HLB. The City of Hartford is a key partner, and the ED shall be the primary liaison to the City of Hartford. Located in the Parkville neighborhood of Hartford, CT, HLB has an annual operating budget of approximately \$1M, a staff of two reporting to the ED, and a nine-member board. The organization was recently led by Arunan Arulampalam, who was sworn in as Mayor of the City of Hartford in January 2024.

### OPPORTUNITY

Through both programming and operations, HLB is committed to advancing racial equity and justice in the City of Hartford. The ED will develop programs designed to increase wealth among residents of color in the City of Hartford, including homeownership opportunities. The ED will also design and encourage development and operating opportunities that promote a high level of participation among people of color. HLB's Board of Directors especially encourages applications for the position of ED from qualified City of Hartford residents and people of color.

The ED will work with a variety of partners to advance the mission of the HLB. As such, the ED should have knowledge of Hartford neighborhoods and be committed to working with key stakeholders including community residents, State of Connecticut, City of Hartford, funders, philanthropic partners and developers, and community development corporations and participants in the HLB's developer cohorts. The ED must exercise strong judgment and inspire confidence to lead the growth of the HLB as a key resource to the City of Hartford. Pursuant to the mission of the HLB, the ED will operate with highest values of transparency, community-centeredness, ethics, and accountability.

### THE ROLE

The ED will be responsible for managing the organization and planning, staffing structures, organizing, and implementing programs that will efficiently advance the HLB mission. The ED, with the support of the Board of Directors, will be responsible for executing the following:

- Managing the HLB budget and finances
- Securing additional operating funds

- Reviewing and maintaining an annual work plan
- Continuing to assess/ensure the current office location is meeting the needs of the community
- Maintaining systems and policies to ensure effective operation and accountability
  - Financial Management, Human Resources, Compliance, Procurement, IT

As new staff and systems are brought online, the ED will delegate to staff and contractors as appropriate and remain responsible for supervising/executing all activities of the HLB as it pursues its mission.

The HLB inventory primarily consists of residential real estate. However, from time to time the ED may be called upon to acquire, redevelop and/or sell commercial or industrial properties.

## RESPONSIBILITIES

The ED will be responsible for all operations and programming of the organization, perform general supervision and management of the HLB and all HLB staff, and manage the HLB real estate portfolio.

### **Budgeting, Finance and Compliance**

Manage the budget and finances, including managing the Department of Housing (DOH) funding and ensuring that it is spent in a timely manner. Maintain the books of the HLB in accordance with established accounting practices. Maintain systems to ensure compliance with requirements of funders and investors and with the laws and regulations of the City of Hartford, State of Connecticut, and Federal funding. Recommend an Annual Budget and manage to the HLB budget.

### **Branding, Communications and Advocacy**

Establish the HLB as the official land bank authority of the City of Hartford. Participate in public policy efforts to promote and strengthen land bank and blight remediation tools and techniques. Liaise with and promote the HLB to funding partners, public officials and bodies, external stakeholders and community and redevelopment partners. Maintain an active communications program including a website, social media, newsletter and other media.

### **Staff/Board Management and Development**

Hire, manage and develop staff. Report to the Board of Directors and ensure all Board directives, policies, and resolutions are carried out. Inform the Board, as necessary and sufficient, to allow the Board to exercise its fiduciary responsibility. Assist the Board in identifying, cultivating, and on-boarding new Board Members. Perform any other tasks assigned by the Board incidental to the performance of the role. Assist the Board in developing and executing a Strategic Plan, recommending adjustments as necessary and appropriate.

### **Resource Management and Development**

Acquire, insure, maintain, and dispose of residential, commercial, industrial, and/or other real properties. Supervise vendors and ensure performance on contracts. Secure resources, including primarily financial resources, necessary to support and advance the HLB.

### **Portfolio and Program Evaluation**

Periodically evaluate the status of the HLB real estate portfolio and recommend adjustments to ensure that the HLB is able to efficiently acquire, stabilize and dispose of properties in adherence to HLB Policies and Strategic Plan(s). Continue to evaluate and assess the developer cohort program with the board. Work with staff to ensure timely responses to community concerns and inquiries.

## **Legal and Property Management**

Ensure that the HLB is protected as to its legal and fiduciary liabilities by maintaining appropriate insurance and employing competent legal counsel. Ensure that all property under the care or control of the HLB will be maintained to preserve the value and condition of the property and properties nearby.

## SPECIAL KNOWLEDGE/SKILLS REQUIREMENTS

The HLB promotes equal opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees. If you meet many of the qualifications listed, the HLB encourages you to apply.

- Knowledge of real estate markets, real estate financing mechanisms and subsidy programs, particularly those applicable to residential redevelopment, and homeownership incentive programs.
- An understanding of, and appreciation for, Hartford, Hartford neighborhoods, and Connecticut.
- Experience with implementation of best practices for blight remediation and land-banking; experience with public policy related to these issues.
- Demonstrated ability to establish and maintain effective partnerships, particularly with regard to philanthropic organizations, community organizations in Hartford, and elected and appointed officials.
- Strong community or economic development experience, especially in the area of blight remediation and/or distressed property redevelopment in an urban setting.
- Experience writing and managing grants and contracts.
- Training experience or experience managing training programs.
- Outstanding organizational and communication skills.
- Strong attention to detail, decision-making skills and ability to manage diverse teams.

## MINIMUM REQUIREMENTS

- At least 7 years of professional experience in community development, real estate, affordable housing, economic development, or related field.
- At least 3 years of experience with a nonprofit or government/public sector organization is preferred.
- Management experience with staff, vendors and budgets.
- Experience with any/all: vacant, abandoned, and/or distressed real estate; urban planning; community revitalization; real estate development; real estate finance; zoning and land use.
- Minimum bachelor's degree from accredited university or college; comparable experience considered.
- Advanced degree in a community development related field such as Law, Urban Planning, Public Policy, Public Administration, or closely related field is preferred.
- Bilingual Spanish-English a plus.

MORE INFORMATION ON LAND BANKS:

<https://communityprogress.org/nlbn/>

<https://housingalliancepa.org/blight-library/>

#### HOW TO APPLY

Interested candidates can submit materials at this link: [APPLY HERE](#)

This search is being led in partnership with [TSNE](#). All submissions receive acknowledgment and are confidential within the search committee and TSNE. Electronic submissions sent through the above link are preferred.

Candidates should include a resume or profile summary that showcases their skills and experiences, as well as a cover letter describing their interest and how their qualifications and experience match the needs and mission of the Hartford Land Bank. While candidates are strongly encouraged to apply by March 15, 2024, the position will remain open and applications accepted until the right candidate is identified. Please no telephone calls, emails, or office visits to HLB. The HLB Search Committee will review applications, and candidates who are selected to move forward in the hiring process will be notified. All initial interviews will be conducted via Zoom. Questions may be directed to TSNE Search Consultant, Jodi Dowling at [jdowling@tsne.org](mailto:jdowling@tsne.org).

The Executive Director position is full time and based in Hartford, Connecticut with a split week hybrid work-environment. A regional presence to Hartford and the community is required. The ED will be available to attend evening and weekend meetings to represent the HLB. The HLB offers a comprehensive benefits package. Salary is competitive with relevant experience, within the framework of the organization's annual operating budget, and in the approximate range of \$110,000-130,000.

*The HLB is an equal opportunity employer, and all applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. The HLB is committed to diversity, equity, inclusion, and justice.*