

## Tri-COG Land Bank Manager of Programs and Properties

Salary Range: \$40,000 - \$50,000

Reports to: Executive Director

The Tri-COG Land Bank was established in January 2017. Our mission is to mitigate blight and stimulate economic development by transferring properties that are vacant, abandoned, and tax delinquent back to productive use that benefits communities. We are looking for an exceptional individual who can advance the operations of the Land Bank. This will require developing procedures and programs that are centered on analysis and strategic decision making to ensure we are having the highest impact in the communities we serve.

The Project Manager is an important position that entails the following:

- Develop, formalize and maintain systems to review property acquisition and disposition which includes feasibility, costs, impacts and outcomes, applicant eligibility,
- Develop system to review and improve upon existing Land Bank operations.
- Work with members to identify potential properties for Land Bank intervention.
- Respond to inquiries from the public and members regarding Land Bank activities and land use opportunities.
- Establish and sustain working relationships with local and state organizations that can be partners in Land Bank activities.
- Research ideas for new Land Bank programs.
- Assist the Executive Director with strategic planning, problem solving and budgeting.
- Attend Land Bank monthly board meetings and Advisory Committee meetings.
- Represent the Land Bank at meetings, workshops, conferences, etc. when necessary.
- Other projects as assigned by the Executive Director.

### QUALIFICATIONS:

- Master's degree from an accredited college or university, and/or minimum of five 5 years of experience in local government or community development with a demonstrated track record of success in program implementation
- Working knowledge of various software including Word, Excel, Outlook, and Access.
- Working knowledge of Esri products and geographical information systems preferred.
- Ability to supervise others
- Ability to successfully accomplish work with little supervision
- Solid organizational and time management skills
- Aptitude for customer service
- Excellent presentation skills
- High energy level, strong sense of initiative, creative problem solving, flexibility, discretion, honesty, and a sense of humor
- Ability to work collaboratively as well as independently
- Ability to work strategically and tactically
- The ability to handle multiple assignments simultaneously
- Ability to be clear and concise with multiple audiences

- Superior communication skills: oral, written, proofreading, editing, and presentation
- Superior interpersonal skills with an ability to relate to broadly diverse audiences
- Superior organizational skills; ability to set priorities and work on multiple projects simultaneously

The Land Bank Manager of Programs and Properties requires a great deal of interaction with community members, elected officials, Land Bank Board Members and Delegates. Attending regularly scheduled evening meetings will be required.