**Position:** Executive Director

**Nature of Position**

The Colorado Community Land Trust (CCLT) is a 501(c)3 nonprofit organization founded in 2002 with the mission of creating, and preserving in perpetuity, affordable homeownership opportunities for moderate income individuals and families in Colorado. Albeit a relatively small organization, with only three staff members, CCLT has a great reputation and is the premier land trust organization in Colorado. Our portfolio currently consists of five developments in the Denver Metro area, with over 200 homes.

CCLT’s Board recently adopted an ambitious 3-year strategic plan, requiring a dynamic leader to carry the torch of its retiring Executive Director, expanding its portfolio and footprint beyond the Denver Metro area.

The Executive Director is responsible for the overall health and longevity of CCLT through the development of new ground lease opportunities through the development and/or purchase of homes, management of staff, and asset management of the existing portfolio. In addition, the Executive Director manages the budget, reports to and updates the Board of Directors, and leads fundraising and public relations efforts for the organization.

**Essential Functions**

**Oversight & Administration**
- Plan, direct, identify, and manage growth of the CCLT throughout Colorado, with emphasis on the acquisition and/or development of homes in the portfolio
- Manage staff members’ professional development ensuring CCLT goals are achieved
- Asset management of the CCLT portfolio, including working with development homeowner associations to ensure proper maintenance and upkeep is performed
- Create CCLT policy to ensure competitive, yet responsible, programming
- Ensure stewardship of the organization and its mission
- Update and report to the CCLT Board on a monthly basis; in addition to identify any Board subcommittee requirements
- Serves as main liaison on legal and financial matters
- Work both independently and as part of a team, while prioritizing duties and handling complex assignments under pressure
- Ability to respond effectively to the most sensitive inquiries or complaints

**Fiscal & Fundraising**
- Develop a plan for the CCLT to achieve and maintain financial self-sufficiency
- Raise funds from corporate, philanthropic, and civic sources for development and operations
- Manage funding sources to ensure compliance with all grantor/investor requirements
- Assist with the creation of the annual budget, and ensure the CCLT adheres to approved budget
- Create, read, and understand financial statements and other financial and/or development cost spreadsheets
- Oversee audit conducted by outside vendor

**Outreach & Partnerships**
- Develop and maintain working relationships with the public and partner organizations
- Actively engage the community and stakeholders, including funders, housing affiliates, lenders, developers, and governmental entities, through presentation and meetings
- Serve as an affordable housing advocate and promote CCLT and its mission
- Ability to write articles using original or innovative techniques or style
• Ability to make effective and persuasive presentations to top management, public groups, and/or Boards of Directors
• Ability to work with stakeholders and potential partners (governmental personnel, non-profit developers, private developers, etc.) to identify and create new development opportunities
• Professional demeanor is required for face to face, written, and telephone communication with a diverse group of customers and clients with a focus on customer service and relationship management

Experience/Education

• The ideal candidate would have experience in real estate, development, and mortgage lending; fundraising; and the nonprofit industry, specifically affordable housing
• Prefer a Master’s Degree in Finance, Business Administration, Management, Marketing, Communications or related degree; but significant related work experience may be substituted for degree requirements
• Requires a minimum of five (5) years of work experience in housing development, project development, program administration, and/or affordable housing
• An active Colorado Real Estate License preferred

Equipment Used

Telephone; personal computer, including proficiency with Microsoft Office software and internet; financial calculator; Smartphone; photocopier; fax machine; audio and visual equipment; access to a personal vehicle.

Physical Environment

While in a CCLT office, the incumbent in this position will perform the essential functions of the position primarily in an office environment, which requires sitting at a desk for the majority of the day. Statewide travel required with occasional out-of-state travel. Occasional night and weekend work is required. Must have or be able to obtain Colorado driver’s license.

Validation Statement

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform.

How to Apply

Submit cover letter expressing interest in the position, along with resume to info@coloradoclt.org using ‘CCLT Executive Director Candidate – Your Name’ in the subject line. No phone calls please!

With respect to its programs, services, activities, and employment practices Colorado Community Land Trust does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or any other protected classification under federal, state, or local law. Requests for reasonable accommodation, the provision of auxiliary aids, or any complaints alleging violation of this nondiscrimination policy should be directed to info@coloradoclt.org, available weekdays 8:00 a.m. to 5:00 p.m.