

Maggie Walker Community Land Trust

JOB DESCRIPTION

Class Title:	Chief Executive Officer	FLSA:	Exempt
Date:	October 2024	Reports to:	Board of Directors

Job Title: Chief Executive Officer (CEO)

Nature of Work:

The Chief Executive Officer (CEO) will lead and oversee all aspects of the Maggie Walker Community Land Trust (MWCLT), playing a crucial role in shaping the organization's future. As the top executive, the CEO will drive the mission to provide racially equitable programs and services that create permanently affordable housing and repurpose vacant or blighted properties for the benefit of the community.

Essential Duties and Responsibilities:

- Inspire and mentor staff, fostering a culture of continuous improvement and professional development.
- Build consensus among the Board and staff around a shared mission focused on serving families and the community with empathy, while ensuring MWCLT's financial sustainability and capacity for growth.
- Maintain and cultivate partnerships that support the organization's mission.
- Promote fair and ethical treatment of all employees, establishing an equitable and inclusive organizational philosophy.
- Assess organizational needs and lead the creation of a sustainable organizational structure.
- Oversee fund development planning and execution.
- Advise and collaborate with the Board of Directors on strategic planning and program development.
- Work closely with homeownership and development teams to ensure clear communication and seamless operations.
- Develop metrics for organizational success, fostering a culture of transparency, accountability and celebrating achievements.
- Implement and uphold policies set by the Board, ensuring compliance with all relevant local, state, and federal regulations.
- Oversee the annual budgeting process, working collaboratively with stakeholders to manage financial operations effectively.
- Direct financial program development to maximize returns and increase productivity.
- Perform additional related duties as needed.

Minimum Qualifications:

- Bachelor's degree in Real Estate, Community Development, Planning, Social Work, Public Administration, or a related field; a Master's degree is preferred.
- A minimum of five years of progressively responsible experience in housing management, community development, public administration, social services, or a related field.
- Experience in affordable housing development or community land trusts is preferred.
- Strong knowledge of applicable federal, state, and local programs related to affordable housing.
- Proven leadership and management skills.
- Proficient in Microsoft Office and relevant industry software.
- Excellent oral and written communication skills, with strong interpersonal abilities.
- Exceptional organizational, time management, multi-tasking, problem-solving, and strategic planning skills.
- Ability to negotiate and engage with community leaders, investors, partners, and contractors.
- Capacity to build and motivate a diverse team.
- Ability to collaborate effectively with a wide range of internal and external stakeholders.
- Skilled in preparing, forecasting, reviewing, and interpreting various reports and studies.
- Ability to clearly articulate the community land trust model to stakeholders and families.
- Familiarity with multi-phased public and private development projects.
- Proficient in budgeting, human resource management, and public relations.

Necessary Special Requirements:

- Valid Virginia driver's license is required.

Physical Requirements:

Candidates must be able to perform detailed work on multiple concurrent tasks with frequent interruptions and under time constraints. The role requires the ability to sit, talk, hear, and see, with occasional walking, stooping, reaching, standing, pushing, pulling, lifting, and grasping. The working conditions may involve environmental hazards, and this classification is primarily sedentary, exerting up to 10 pounds of force occasionally, with minimal force frequently or constantly to move objects.

Salary Range: \$160,000 - \$175,000 – Base salary commensurate with experience.