

Community Land Trust Association of West Marin (CLAM)
Position Announcement
Executive Director
December 2011

THE OPPORTUNITY

Mission Statement

CLAM's mission is to provide stable and permanently affordable housing in an environmentally responsible way in the communities surrounding Tomales Bay. As a community land trust, CLAM holds land and housing in trust for the community in perpetuity while creating housing that working people can afford.

The Community Land Trust of West Marin (CLAM), a non-profit housing association dedicated to providing affordable homes is seeking an Executive Director. **The Executive Director will have an opportunity to be part of CLAM's respected position in the community and to advance CLAM's goal to create 50 affordable homes in 25 years.** The position is based upon a four-day work week.

The organization is seeking an experienced leader who will:

- Provide energetic leadership for CLAM among its members and the communities it serves.
- Work to broaden the awareness of CLAM's vision and goals in the community and beyond.
- Implement programs designed to advance CLAM's growth.
- Explore new and existing funding strategies to support continued growth in CLAM's property acquisition.
- Foster an active membership that works to further CLAM's mission.
- Maintain a strong administrative structure as CLAM grows.
- Move CLAM forward in a significant way to create more housing.

EXECUTIVE DIRECTOR JOB DESCRIPTION

The Executive Director reports to and collaborates with the Board of Directors, and is responsible for providing direction and leadership for CLAM's mission and financial objectives. This person will inspire CLAM members and the broader community to take an active role in the creation of affordable homes. The Executive Director will have primary responsibility for the implementation of CLAM programs and activities. They will work with people of diverse backgrounds and opinions to grow support for CLAM.

POSITION SCOPE INCLUDES:

VISION AND STRATEGY

1. Lead the development of a long-range strategic plan, in partnership with Board and staff, which advances the CLAM mission.
2. Provide guidance to the Board, Staff and members in understanding and implementing the strategic plan.
3. Provide assessment of plan's progress and report to Board on goals achieved.

PROGRAM DEVELOPMENT AND ADMINISTRATION

1. Provide leadership in developing programs, organizational and financial plans with the Board of Directors and staff. Implement and evaluate effectiveness of plans and policies.
2. Develop and implement programs in consideration of part-time staffing and volunteer resources.
3. Promote active and broad participation by CLAM members and volunteers in all areas of the organization's work.
4. Maintain a working knowledge of significant developments and trends in the field of community land trusts and other affordable housing strategies relevant to West Marin's small, rural communities.
5. Ensure official records and documents are maintained. Ensure compliance with federal, state and local regulations.
6. Along with the president and secretary of the board of directors, conduct official correspondence of the organization and jointly, with designated officers, execute legal documents.
7. Organize Board and committee meetings and support Board in its governance function.
8. Create an appropriate succession plan.

COMMUNICATIONS

1. Keep board fully informed on the condition of the organization and all important factors influencing it.
2. Publicize the activities of CLAM, its programs and goals.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent CLAM's programs and point of view to public and private agencies, organizations and the general public.

RELATIONSHIP TO STAFF AND VOLUNTEERS

1. Maintain a climate that attracts and motivates an engaged Board, capable staff and committed volunteers.
2. Supervise part-time Operations Manager.
3. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
4. Encourage staff and volunteer development and education.

BUDGET AND FINANCE

1. Develop and maintain sound financial practices.
2. Ensure management of finances and files.
3. Work with the Board in preparing a budget; operate organization within budget guidelines.
4. Ensure that adequate funds are raised for operations and acquisition.

ELEMENTS OF FULFILLING CLAM MISSION

Planning and Coordination of Goals and Activities (30%)

- Develop, implement and assess a long-range strategic plan.
- Develop annual plan and budget.
- Implement programs to achieve annual plan.
- Assess effectiveness of programs and change as needed.
- Promote active and broad participation of staff, CLAM Board, membership and volunteers.

Fundraising and Outreach (40%)

- Mobilize Board, staff and volunteers to become actively involved in fundraising for the organization.
- Develop and implement fundraising and membership plan in conjunction with the Fundraising Committee, ensuring that adequate funds for operations and acquisition are raised.
- Organize CLAM annual member meeting.
- Develop and maintain membership program.
- Engage members in CLAM's work.
- Ensure management of finances, mailing list, donor database and files.
- Generate enthusiasm and support in the larger community for CLAM's work.

Property Search, Acquisition and Management (30%)

- Work with Property Committee to identify, acquire and renovate property as necessary.
- Implement property management system to track and monitor ongoing property maintenance.
- Manage resident selection process.
- Insure processes are in place for functioning as a community land trust, with appropriate committees, including resident selection, ground lease, etc.

CANDIDATE PROFILE

- Commitment to CLAM's mission and goals.
- Experience working in and providing direction to a non-profit organization.
- Excellent communication skills.
- Demonstrated capabilities for fundraising from individual public and private entities.
- Ability to manage staff and volunteers.
- Experience and confidence in advocacy and policy work with government and other organizations.
- Ability to lead when appropriate, to seek assistance when appropriate and to know the difference.
- Office management and computer skills.
- Familiarity with towns surrounding Tomales Bay.
- Knowledge about process of acquiring and managing real estate.
- Involvement in local community.
- Fluency in Spanish desirable.

COMPENSATION

The compensation package will be based on overall qualifications and job experience. Salary range is \$48,000-\$52,000 based on a four day work week.

APPLICATION DEADLINE

Deadline for applications is Friday, December 30, 2011. Send cover letter and resume by email only to CLAMsearch@gmail.com.