

Property Transfer Project Coordinator for the
Greater Boston Community Land Trust Network
(Part time contract under DSNI)



About GBCLTN

Established in 2016, the Greater Boston Community Land Trust Network (GBCLTN) is a highly collaborative network of 7 member organizations and supporters that is convened by Dudley Street Neighborhood Initiative (DSNI). Most GBCLTN funding runs through DSNI, which supplies part-time staffing to support Network activities.

GBCLTN supports current and emerging community land trusts (CLTs) for resident-led planning and long-term, collective control of land in and around Boston. We are committed to removing land from the speculative market and putting it into the hands of the community for use in permanently affordable housing, economic development, urban agriculture, and open space. We work to protect and strengthen diverse neighborhoods across our region that are undergoing or at risk of gentrification, to promote understanding of the CLT model, and to advocate for policies and programs that aid in the creation, maintenance and expansion of CLTs.

About the Position

Member organizations of the Greater Boston Community Land Trust Network have the opportunity to acquire, through purchase or donation, residential property from mission-aligned private owners. With these and other transfers, GBCLTN seeks to establish a pathway from individual ownership to CLT ownership to address multiple issues including housing speculation and the difficulty of aging in place. Such transfers, however, are subject to legal and financial barriers related to Medicare coverage, taxes and personal estate management, and the CLTs seek external support in moving these transactions forward.

The Property Transfer Project Coordinator will: (i) work with owners and CLTs to facilitate property transfer planning and transactions on case by case basis and (ii) co-design and advance the establishment of a pathway for this type of acquisition so that sales/donations to CLTs is a viable and accessible option for all parties.

Examples of situations for which property transfer to a CLT may be appropriate include:

- homeowners who propose a current or estate donation with no ongoing legal claim to the property
- homeowners who propose selling, at a discounted rate, their land to a CLT while retaining full or partial ownership of the home
- seniors facing financial and practical challenges to continued homeownership but seeking to age in place
- multi-family units where the owner occupant would like to convert to CLT

Responsibilities

- Coordinate and facilitate transfers of land and housing from current owners to CLTs. Work will include researching and overcoming barriers, connecting parties to resources (like sellers with attorneys and CLTs with potential funding sources), coordinating meetings, and overseeing the execution of key steps in the process.

- Interview member CLTs to understand the scope of scenarios we face so that the learnings from particular transactions can be generalized or contextualized within a wider landscape.
- Identify existing applicable public funding and meet with public and private partners to explore funding eligibility and subsidy options.
- Identify existing tools and programs and how they might be adjusted to support a private ownership to CLT pathway.
- Consult with legal counsel on approaches and guidance for individual decisions.
- Establish costs and legal structures with owners, real estate professionals and attorneys.
- Create documentation to support CLTs and private owners for future transactions:
 - An evaluation process for owners to analyze individual benefits and risks
 - A resource guide for CLTs (listing of banks, attorneys, funding sources, and process)
 - A resource guide for individuals, banks and other funders
- Draft and begin to implement a plan for educational materials and publicity initiatives to popularize the knowledge learned by executing these transactions.
- Regularly report progress, findings and recommendations to GBCLTN so that each CLT's model is informing this project, and so that learnings from each transaction is benefiting all CLTs.

The ideal candidate will have many of the following qualifications:

- Strong project management skills and demonstrable experience guiding and completing projects with multiple partners and willingness to learn and to co-design processes
- Excellent communication and interpersonal skills and the ability to work respectfully and effectively with multiple agencies, individuals and organizations at once
- Ability to manage a multi-pronged project that requires administrative skill and precision as well as big-picture, strategic and creative thinking
- Understanding of the community land trust model
- Experience in real estate transactions
- Experience in program development or public administration
- Experience in policy research and interpretation

Working Conditions and Physical Demands

- This is a remote position that will sometimes require in-person meetings throughout Greater Boston
- Ability to work flexible hours on occasion

Salary and Benefits This is a part time, contract position up to a year. Terms to be negotiated.

How to Apply

To be considered, please submit a cover letter and resume by email to mmcmahon@dsni.org with "Property Transfer Project Coordinator" in the subject line. We will review applications on a rolling basis until the position is filled.