

Boston Neighborhood Community Land Trust

550 Dudley Street, Roxbury, MA 02119

www.bnclt.org

Project & Operations Manager

JOB DESCRIPTION

Mission and Description of Organization

Boston Neighborhood Community Land Trust (BNCLT) works to combat displacement by creating permanently affordable, community-controlled housing in the Boston area, with a geographic focus on Roxbury, Dorchester, and Mattapan. BNCLT builds neighborhood stability, housing equity, and community strength among low- and moderate-income residents most at risk of displacement; and through the collective strength of partners working toward a shared and equitable future. BNCLT's primary focus is to take properties off the speculative market by acquiring scattered site buildings for rental and home ownerships.

BNCLT was originally founded as the Coalition for Occupied Homes in Foreclosure (COHIF) with an agenda to purchase homes at risk of foreclosure to enable people to stay in their homes. BNCLT started its transition into a Community Land Trust in 2019 to broaden its scope and establish a model of resident governance and community control. BNCLT has a Board of Directors with 1/3 of its seats dedicated for BNCLT residents; 1/3 of the seats for community residents in close by neighborhoods; and 1/3 of the seats for resource members of the Board. BNCLT has a portfolio of 30 units across 10 buildings, all of which are rental. BNCLT's rental properties are managed by UHM Property Management Company.

BNCLT plans to continue its pace of acquisition for rental buildings, as well as to acquire homes that can be sold affordably to home buyers, using a ground lease to regulate affordability over time. BNCLT's top priority is to prevent the displacement of residents in predominantly BIPOC neighborhoods in Dorchester, Roxbury, and Mattapan. BNCLT understands the importance of flexibility in its model in order to reach properties that are most at risk of speculative purchase that can lead to the displacement of residents. To this end, BNCLT will purchase occupied or vacant homes to be permanently affordable, as a means to stabilize families and neighborhoods.

BNCLT is on a strong growth path, and we are excited to grow our team.

RESPONSIBILITIES:

The Project and Operations Manager will report to and work closely with the Executive Director to oversee the operations of BNCLT, Inc. We seek candidates who embrace our mission, and bring a sense of humor and passion to their work. Scope of the job includes:

- Implement, maintain, and improve BNCLT policies, procedures and operational systems
- Track and organize required documents and data for all aspects of the organization
- Work with Financial Advisor and ED to meet compliance and reporting requirements for lenders, grantors, regulatory agencies and for the annual audit
- Work with BNCLT Executive Director, community partners and government agencies to track potential sites for acquisition of housing and other community uses
- Assist with research and real estate funding applications
- Manage contracts and process during acquisition, rehab or other property and property management

transition

- Work closely with third-party Property Management team to ensure effective delivery of services and maintenance of properties, as well as tracking asset management strategies/performance goals for properties in BNCLT's portfolio.
- Participate in BNCLT staff meetings, retreats and events
- Other related duties assigned by Executive Director

QUALIFICATIONS:

We are looking for a candidate with strong organizational and communication skills, and willingness to take on/learn new things in a dynamic, growing organization.

Desirable Qualifications:

- Excellent communication and interpersonal skills and ability to relate to residents and external partners and stakeholders
- Proven experience and knowledge of project management, budgeting, financial systems, organizational development
- Comfort with managing multiple tasks and projects independently; well-organized and can respond quickly
- Computer fluency in Microsoft Office Suite; competency in spreadsheet management
- Enthusiasm for working in a small team setting, with ample opportunity for innovation
- Shared alignment with BNCLT's mission and approach to addressing racial housing inequities and displacement by taking properties off the speculative market
- Understanding of the community land trust model
- Experience working in a multicultural community, with ability to build strong partnerships with a diverse group of constituents
- Experience working with city and state government agencies a plus
- Bachelor's degree required. Master's degree in urban planning, real estate development, organizational management or related field preferred
- Ability to work occasional evening and weekend hours
- Language competency in Spanish, Haitian Kreyol, Cape Verdean Kriolu, or Portuguese a plus

WORKING CONDITIONS AND PHYSICAL DEMANDS :

- Ability to work at a workstation for long periods of time
- Ability to use a computer keyboard for extended periods of time
- Ability to lift and carry up to 25 pounds, occasionally
- Ability to work flexible hours on occasion

Salary and Benefits: The position is full-time. The salary range is \$80,000-\$90,000 FTE, based on experience. We offer a competitive, comprehensive benefits package.

How to Apply:

To be considered, interested applicants must submit a cover letter and resume by email to [hiring@bnclt.org](mailto: hiring@bnclt.org) with "**Project and Operations Manager**" in the subject line. We will review applications on a rolling basis until the position is filled. No telephone inquiries or recruiters please.

BNCLT is an Equal Opportunity Employer