



## **Job Announcement: Executive Director**

Applications due October 23, 2021

### **Position Summary**

The Community Land Trust Association of West Marin (CLAM) seeks an experienced and collaborative Executive Director to lead the organization during the next significant stage of sustainable growth and development.

CLAM's new Executive Director joins the organization at an exciting time. In addition to CLAM's ongoing projects, the Executive Director will oversee the completion of a once-in-a-generation opportunity to create 51 units of affordable housing at a former Coast Guard housing site in Point Reyes Station. The Executive Director will also help the organization continue to address the growing need for local affordable housing while ensuring that CLAM has a strong foundation and resources to be responsive to opportunities as they arise in a constantly changing housing market.

CLAM is deeply embedded in the West Marin community. The organization's leader will balance collaborative and community-based work that expands local opportunities for affordable housing with a commitment to creating a sustainable and inspiring work environment for the team.

### **About CLAM**

CLAM's mission is to provide stable and permanently affordable homes in an environmentally responsible way in the communities surrounding Tomales Bay. As a community land trust, CLAM removes land and housing from the speculative real estate market, holding it "in trust" to serve as a long-term community asset for housing. In historically segregated Marin County, with one of the country's most expensive housing markets, CLAM works to advance racial and economic equity by enabling families to purchase and rent homes affordably, thereby preventing displacement and empowering families and individuals to advance economically and thrive within their communities.

Founded in 2001, and powered by a dedicated, talented, and knowledgeable team of staff, Board, and other community volunteers, CLAM has grown to provide housing to 34 current renters in 18 rental units and has sold two Community Land Trust homes to young families. In addition, CLAM's Real Community Rentals (RCR) program has facilitated the creation and/or occupancy of 24 affordable second units in privately owned homes. CLAM and RCR units house 63 people who work throughout the community, including library and nonprofit staff, food service workers, teachers, and retail workers, as well as seniors and children. These homes only begin to meet the need for local affordable housing, and many who work in health care, agriculture, and the hospitality and service sectors commute 30-60 minutes to their jobs here. The lack of affordable local housing makes it difficult for local businesses and services to recruit and keep employees.

Presently, CLAM has an annual budget of nearly \$850K and significant property assets. CLAM's office is located off Highway 1 in Point Reyes Station in West Marin. We offer a collaborative and supportive work environment with competitive pay and benefits, including personal time off, health insurance, and a family-friendly approach. Our team of committed professionals and Board of Directors bring their passion and talents together to support CLAM's mission.



## Executive Director Key Duties and Responsibilities

**INTERNAL MANAGEMENT (30%)** Leads, coordinates, and motivates the team, including nurturing the professional development and collegiality of staff. Ensures full compliance with nonprofit business, legal, and HR regulations. Oversees sound Human Resources policies and practices.

1. Nurtures staff development and education.
2. Maintains a climate that attracts, keeps, and motivates a diverse staff.
3. Oversees organizational development that adapts programming and the infrastructure that supports it.
4. With the President and Secretary of the Board of Directors, conducts official correspondence of the organization, and with designated officers, executes legal documents.
5. Ensures compliance with federal, state, and local regulations.

**FUNDRAISING and SPOKESPERSON (25%)** Shares the vision of the organization, and represents the organization to the community, donors, and funders.

1. Actively participates in maintaining and expanding diversified revenue streams from individual donors as well as from private foundations and government sources.
2. Represents CLAM's mission and vision with partners, funders, and community members.
3. Ensures the community is informed on the activities, programs, and goals of the organization.

**STRATEGY, PROGRAMS, AND PARTNERSHIPS (15%)** Works with Board and staff to ensure that the organization has a long-range strategy that ensures the mission is fulfilled through programs, business development, and community outreach.

1. Supports the Board's development of a strategic plan.
2. Leads and executes the strategic plan.
3. Evaluates outcomes to ensure effective programs.
4. Works with Board and staff to build strategic partnerships.
5. Maintains a working knowledge of significant developments and trends in the field.

**FINANCIAL PERFORMANCE (15%)** Leads the development of the budget and oversees fiscal planning and management to ensure a healthy balance of income, expenses, and operating reserve.

1. Develops and maintains sound financial practices.
2. Ensures long-term fiscal planning of the organization and its assets.

**BOARD GOVERNANCE (15%)** Works with the CLAM board to ensure the organization's viability and adherence to the mission.

1. Partners with the Board and Committees to utilize the knowledge, skills, and experience of board members to help fulfill the organization's mission.
2. Ensures the Board of Directors are fully informed about the organization's accomplishments and challenges.
3. Serves as primary communication link between Board and staff.



### Required Skills, Experience, and Qualities

The successful candidate is a person of high integrity and commitment to CLAM's mission, with proven leadership experience, including strategic thinking, clear communication, and a collaborative style. In addition, we require:

- Internal Management experience, particularly
  - Team-Building
  - Financial oversight
  - Oversight or management of the business operations, including compliance with federal, state and local regulations
- Demonstrated commitment to racial and social justice
- Ability to build relationships with individuals and the broader community and to work with multiple stakeholders in a small, tight-knit semi-rural community
- Direct experience raising funds from individual donors and overseeing institutional fundraising
- Ability to be a regular presence in the West Marin community

### Preferred Skills, Experience, and Qualities

- CLT and/or affordable housing experience
- Experience in West Marin or working in rural communities
- Strategic planning experience
- Community development experience
- Spanish bilingual
- Experience building bridges and engaging multicultural and under-represented communities
- Experience managing a budget of at least \$2 million, and assets greater than \$5 million

### Staff and Reporting Structure

The Executive Director reports to the 14-member Board of Directors. The staff consists of six full-time and part-time members. Direct reports include Deputy Director, Director of Development and Communications, and the Office Manager. The Executive Director also works closely with a contracted bookkeeper and CPA.

### Work Environment

Pre-COVID, this position operated in a professional office environment using current technologies. Currently, staff primarily work remotely; we limit the number of people who can work in the office at a time.

When we return to full-time office work, partial remote work may be possible; however, regular presence at the office and in the community are required.

### Compensation

The salary range is \$115,000 to \$120,000. Benefits include medical insurance, holidays, and personal time off.



### How to Apply

This search is being supported by Carrie Blanding Consulting on behalf of CLAM. Interested candidates should submit a single PDF file including both your resume and a cover letter describing your interest and qualifications to [CLAMsearch@carrieblanding.com](mailto:CLAMsearch@carrieblanding.com).

Applications will be accepted through October 23, 2021. Early submissions are encouraged.

### Equal Opportunity Employer

CLAM is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bicultural individuals, as well as members of the LGBTQI communities. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

As part of a community of nonprofit organizations of West Marin, CLAM has signed on to the following joint statement:

We acknowledge the systemic racism at play in our country and county, and commit to facilitate change and foster the inclusivity that this moment in history demands. We recognize that this is the work we must do to truly live out our values of equity and inclusion.

Together we agree to:

- Carry out our own internal work within our respective organizations to address bias and racism, while advancing equity, diversity and inclusion;
- Share our learning with each other for more effective action; and
- Collaborate as West Marin nonprofits to work with our communities in confronting systemic racism.
- We draw our inspiration from courageous leaders who over the centuries have challenged exploitation, racism and violence.