

JOB DESCRIPTION
Interim Executive Director
Madison Area Community Land Trust

Position Summary: Serves as chief executive officer with responsibility for the overall operation and administration of a non-profit community land trust with a strong commitment to sustainable development practices and permanently affordable housing. Works with an active board of directors to provide access to land and housing for persons of low and moderate income.

As an interim position, the Interim Executive Director will be the sole fulltime staff person of the Madison Area Community Land Trust (MACLT).

SPECIFIC RESPONSIBILITIES:

1. **Support the Board of Directors:** Work with the Executive Committee of the board to develop meeting agendas. Provide staff support to board committees. Participate in long-range planning efforts.
2. **Homeowner Stewardship Services:** Provide services to support our homeownership program, including homebuyer orientations, coordination of real estate closings, management of repurchasing, rehabilitation and resale of MACLT homes.
3. **Finance and Budget:** Oversee financial systems and prepare/update the annual operating budget for the board's approval. Manage accounting system (QuickBooks Pro). Create financial reports as directed by the board.
4. **Community Relations:** Serve as an effective spokesperson for the organization; represent the programs and point of view of the organization to public agencies, community organizations, and the general public. Establish and maintain sound working relationships and partnerships with community groups, organizations and individuals.
5. **Membership:** Assure that MACLT's members are kept up-to-date and engaged in the activities of the organization.
6. **Project Management and Real Estate Development:** Manage rehabilitation of at least one repurchased CLT home (see #2). Manage acquisition, rehabilitation and resale of one single-family home as part of a Neighborhood Stabilization Program (NSP) grant with the City of Madison.

SKILLS AND QUALIFICATIONS:

1. Ability to listen and communicate clearly;
2. Ability to listen to people's needs, mediate and work as part of a team;
3. Ability to manage finances and communicate financial status with board of directors;
4. Non-profit management experience preferred;
5. Passion for affordable housing and sustainable development;
6. Strong project management capabilities;

7. Supervisory experience;
8. Dependability;
9. Flexibility of working hours;
10. Creativity and problem-solving;
11. Careful attention to detail;
12. Ability to manage multiple projects;
13. Proficiency with MS Office Suite and a willingness to learn new applications. [FYI - we use Mac computers at MACLT.]

SALARY AND BENEFITS: \$35,000 per year in salary, with individual health insurance.

PERIOD OF EMPLOYMENT: Six to twelve months.

APPLICATION MATERIALS: Applicants should submit the following materials as part of the application package:

- Cover letter,
- Resume,
- List of references
- One writing sample.

DEADLINE: Application materials must be received by 5 PM on 12/7/2009. Applications may be submitted via email or delivered to MACLT's office:

- Email: greg@affordablehome.org
- Mailing Address: Madison Area Community Land Trust, 200 N Blount Street, Madison, WI, 53703

INTERVIEWS: Interviews will be held on 12/14/2009. Please try to keep that day available in case you are selected for an interview.

CONTACT: Questions regarding the hiring process, as well as any background questions related to this position and the Madison Area Community Land Trust, should be directed to Greg Rosenberg.

- Email: greg@affordablehome.org
- Phone: (608) 280-0131