

JOB DESCRIPTION & QUALIFICATIONS

Community Land Trust (CLT) Project Manager T.R.U.S.T. South LA

ORGANIZATION SUMMARY: T.R.U.S.T. South LA is a membership based non-profit community land trust focused on: the production and preservation of affordable housing and the stewardship of community-controlled land; building values-driven community development; building awareness and fostering community leadership on issues of housing, transportation, sustainability and recreation; and creating programs, collaborations and initiatives that build community and economic opportunity for low-income residents within and beyond our project boundaries.

POSITION DESCRIPTION: T.R.U.S.T. South LA's CLT Project Manager is a senior management position, working closely with and reporting directly to the Associate Director. The CLT Project Manager supports real estate initiatives, campaigns, community capacity building, and organizational stability. The CLT Project Manager will manage and implement land stewardship initiatives and lead TRUST's Community Mosaic acquisition, rehabilitation, and conversion to cooperative ownership projects – which are community-driven and innovative models of community land control and asset building. This includes but is not limited to coordinating internal planning meetings with TRUST's Real Estate Committee and scheduling/facilitating business meetings & site visits with TRUST's lenders, partners, and organizing allies while practicing cultural sensitivity with tenants of prospective properties and building relationships. The CLT Project Manager will also provide support to the development of affordable housing, park, and commercial new construction projects focused on South LA's Slauson Corridor. This position will co-lead our Green Investments projects, connecting neighborhood stabilization to long-range environmental planning projects such as neighborhood-scale greening plans, climate investment advocacy, and equitable transportation investments. All research and advocacy functions are performed in support of TRUST's Member-led organizing model, requiring an active role in popular education and leadership development. This position will support TRUST South LA's Executive Director & Associate Director on preparation of grant reports and applications. This is a management-level position, thereby the CLT Project Manager is expected to oversee personnel and guide staff development.

RESPONSIBILITIES:

- **Project Management:** manage and implement land stewardship initiatives (large scale development and acquisition / rehab) and Green Building Investments. Manage and monitor occupancy and rehabilitation of TRUST South LA Community Mosaic buildings, including marketing and lease up administration, loan process and construction/rehab management as well as communication with tenants.
- **Lease Retention:** Provide case management service on an as-needed basis to tenants with challenges related to rent arrears or other issues.
- **Community Advocacy:** Support local, state, and federal advocacy in the areas of economic, environmental, and racial justice. Build partnerships with tenant and anti-displacement groups across Los Angeles and seek opportunities for affordable housing preservation.
- **Represent TRUST South LA in Regional Coalitions and prepare TRUST Members for direct advocacy on policy issues.**
- **Curriculum Development:** Support Staff, Member, and resident development through popular education and participatory research on policy issues and connections to

collective impact. Research, create and implement Limited Equity Coop Conversion and tenant capacity building.

HIGHLY DESIRED QUALIFICATIONS:

- Graduate degree or professional background in affordable housing, planning, construction management, real estate, social work, or related matters, with 2-5 years of experience in affordable housing and community development project management.
- Familiarity and / or expertise with community land trusts.
- Detail oriented and experience working with real estate financial statements.
- Self-motivated and requiring minimal supervision. Ability to take initiative and work independently to plan, implement and evaluate goals and objectives.
- Experience with writing/researching data for grant proposals and understanding of funding, budgeting, reporting and deliverables.
- Working knowledge of office equipment, software and systems for property management and acquisitions. Experience working with low-income communities and communities of color with diverse Computer literacy skills.
- Commitment to T.R.U.S.T. South LA's mission and principles & social and economic justice.
- Ability to synthesize and translate complex ideas into popular education and accessible language. Experience developing training curriculum and implementing workshops.
- Ability to be visionary and innovative while inspiring team leadership.
- Experience with shared leadership & community-based consensus building strategies.
- Bilingual fluency (English/Spanish) and cultural competence.

SALARY & BENEFITS: The CLT Project Manager is a 12-month grant funded full-time, exempt position with full benefits for employee and dependents. Salary is based on qualifications and experience. The position will be extended based on fundraising and operating budget capacity.

CONTACT/ TO APPLY: Please submit a resume and letter of interest to jobs@trustsouthla.org no later than November 15, 2020 with earlier submissions welcomed. Applicants selected for an interview will be asked for 3 professional references along with examples of prior work in community development and affordable housing such as funding applications, project portfolio or project pro-formas.

EQUAL OPPORTUNITY EMPLOYER: As an organization committed to community led solutions to housing justice and racial equality, T.R.U.S.T. South LA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, along with any and all of other characteristics that make us all unique. We help put this commitment to diversity, equity, and inclusion in practice through professional training, flexible work hours, benefits, and support for a healthy work-life-family balance.

Job Category: Manager

Job Type: Full Time

Job Location: Los Angeles

