



Sales and Development Manager Position Announcement

The Genesee County Land Bank Authority (GCLBA) seeks to hire a Sales and Development Manager to coordinate all aspects of the Land Bank's property acquisition and disposition programming. The Sales and Development Manager will serve as a part of the GCLBA's leadership team and will report directly to the Executive Director.

The Genesee County Land Bank Authority is a government body formed in 2004 to take advantage of state legislative changes granting communities with access to tools to return tax foreclosed properties to productive use. The Land Bank works closely with community partners to eliminate blight, demolish dangerous structures, clean and green vacant lots, renovate houses for sale and rent, and provide affordable housing rentals and sales.

Details on the job responsibilities, desired characteristics, and requirements are provided below. For additional information about the Genesee County Land Bank go to: www.thelandbank.org.

RESPONSIBILITIES:

1) Property Acquisition and Disposition

Manage all aspects of the GCLBA's property acquisition and disposition programming. Duties include:

- Coordinate day to day operations of sales.
- Negotiating the terms of sales agreements that reflect the needs of the GCLBA.
- Develop and implement sales strategies, policies and programs.
- Work with legal advisors to develop and finalize agreement terms, develop templates, and draft agreements necessary to carry out programming.
- Assure compliance with all land bank policies, and all applicable local, state and federal ordinances and regulations.
- Prepare reports for management and the GCLBA Board.
- Maintain relationships with local title companies and realtors to facilitate the sale of land bank property.
- Develop and implement procedures for monitoring the progress of sales agreements.
- Collaborate with local unit of government and community partners to facilitate sales, ensure alignment with locally adopted plans and best address the needs of the community.

Facilitate GCLBA's development initiatives development initiatives. Duties include:

- Offer property through the use of RFQ, RFP or similar methods that support economic or community development initiatives.
- Work with partners to jointly market land owned by public and institutional partners when appropriate.
- Negotiate development agreements and monitor progress and terms.
- Assist in the development of applications for local, state or federal funding that support the development or reuse of land bank owned property.

2) Provide for the personnel administration of the GCLBA Sales Team

- Interview, hire, assign, select, direct, review and approve work of sales team staff.
- Meet with staff periodically to set priorities, evaluate performance, assure continued progress, and assist in removing obstacles
- Coordinate with the work of the Maintenance, Finance and Planning and Neighborhood Revitalization teams when necessary.
- Supporting Genesee County Land Bank staff in utilizing the website for internal purposes
- Collaborating with the City of Flint in operating the website on an ongoing basis

3) Participate in activities and initiatives that advance the GCLBA mission

- Attend community or neighborhood meetings when necessary to discuss land bank disposition or development programs.
- Participate in staff and board meetings.
- Engage the Citizens Advisory Committee in decision making.
- Participate as an active member of the GCLBA leadership team and support agency work and initiatives.
- Other duties as requested.

REQUIREMENTS/QUALIFICATIONS:

- At least a Bachelor's Degree in planning, public policy, business or a related field and five (5) years' work experience relevant to job description.
- Two years of supervisory experience or equivalent combination of experience and leadership training.
- Knowledge and relevant experience in the area of real estate.
- Knowledge of taxing procedures and state and federal redevelopment incentives.
- Proficiency in modern computer software including Windows 7 Microsoft Office suite.
- Excellent organizational skills and exceptional attention to detail is a must.
- Experience in public engagement, working with diverse audiences, and public speaking.
- An understanding of community development plans and programs in Flint, including the *Imagine Flint Master Plan for a Sustainable Flint* .
- An understanding of the history, mission, and efforts of the Genesee County Land Bank Authority
- An understanding of property conditions in Flint

CONTACT:

Please send resume and letter of interest by July 11, 2017 at 4:00 pm EST

By mail:

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