



**POSITION ANNOUNCEMENT**  
**Genesee County Land Bank Authority**  
*An Equal Opportunity Employer*

**Position Title:** Clean & Green Program Manager  
**Department:** Planning and Neighborhood Revitalization  
**Reports to:** Associate Director of Planning and Community Programs  
**Salary Range:** \$47,000-\$57,000  
**Location:** 452 S. Saginaw St. Second Floor, Flint, MI 48502

**About the Land Bank:**

The Genesee County Land Bank Authority (GCLBA) is driven by its mission, “to restore value to the community by acquiring, developing and selling vacant and abandoned properties in cooperation with stakeholders who value responsible land ownership.” We do this by developing, managing, and implementing redevelopment programs that encourage investment and strengthen the communities we serve.

**Position Summary:** The Clean & Green Program Manager is responsible for ensuring the successful operation of the Clean & Green Program, a community-based property maintenance program engaging up to 70 community-based groups in the care of vacant properties in Flint and surrounding neighborhoods.

**Key Responsibilities:**

**Clean & Green Program Operation**

- Manage the internal operations of the Genesee County Land Bank’s Clean & Green program, which supports over 60 innovative community groups in cleaning, greening, and beautifying more than 3,500 vacant properties in Flint and Genesee County.
- Setting and executing annual action plans and policies in conjunction with the Planning & Neighborhood Revitalization Team.
- Update, release and review Clean & Green applicants annually and balance annual budgets constraints to select new and returning groups each season.
- Developing, sourcing, and purchasing program supplies and group materials.
- Support and lead special projects within Clean & Green including illegal dumping and/or planting projects.
- Manage program support staff, interns, and AmeriCorps as necessary.

**Grant and Financial Management**

- Managing an annual operating budget of more than \$800,000 utilizing a variety of funding sources.



- Securing and sustaining ongoing operational funding for the program by completing Grant requests and reports.
- Maintaining grant funded property lists for both Clean & Green groups, as well as for general grant compliance.
- Tracking grant funding dedicated to Clean & Green property maintenance throughout the duration of the season.
- Reviewing and adhering to multiple grant commitments to ensure program compliance .
- Review and track Clean & Green community maintenance using the Flint Property Portal/ReGrid to ensure each community group has met the program requirements of each mowing cycle .
- Allocating annual funding for each community group based on group capacity, group focus areas, property specific grant funding available and neighboring group boundaries .
- Processing and authorizing individual group payments on a weekly basis throughout the growing season .
- Coordinating with accounting to set up yearly program accounts and direct deposit setup .
- Organize and maintain current and past Clean & Green paper and digital files .

### **Data and Evaluation**

- Setting group boundaries and extracting property lists using ArcGIS mapping software (if GIS experience) .
- Create systems that track reports submitted by Clean & Green participants and analyze the data using ReGrid, ArcGIS and Microsoft Excel, to help assess program operation .
- Building, and supporting systems that track Clean & Green program progress and outcomes .
- Tracking progress, creating reports, and sharing the story of successes of the Clean & Green program through highlighting positive stories for social media and press releases .
- Compiling and providing data for the Youth Violence Prevention Center to assist with their research surrounding Clean & Green community maintenance, illegal dumping, and crime reduction .
- Compiling and providing data to the Ruth Mott Foundation pertaining to Clean & Green for the Ruth Mott Foundation Grantee Dashboard .
- Reviewing group reports to guide future program changes and improvements based on group feedback .
- Conducting in-field property assessments of maintenance on thousands of vacant properties in the City of Flint and surrounding communities .

### **Engagement**

- Organizing Clean & Green group events attended by Flint residents and community members .
- Collaborating with community partners to ensure that the program is connected and complimentary to community plans and local initiatives .
- Supporting the Associate Director of Planning & Community Programs and the Community Relations Manager in engaging with the community-based groups that participate in the program .
- Increase awareness about the program by developing and sharing social media posts and press releases highlighting program success stories .
- Present program successes to local groups .

### **Qualifications:**

- Bachelor's degree in urban planning, public policy, business, management, or a related field (or equivalent experience).
- Proven experience in project management and/or grants management.
- Strong analytical and problem-solving skills.

- Strong writing skills.
- Excellent communication and interpersonal skills.
- Proficiency in data analysis and relevant software tools.
- Leadership and team management abilities.

**Additional Requirements:**

- Strong commitment to community development and engagement.
- Ability to lead and inspire a team to successfully implement the program.
- Attention to detail and focus on quality.
- Analytical mindset and data-driven decision-making.
- Excellent communication and presentation skills.
- Comfort and experience in developing and sharing social media posts.
- Results-oriented with a focus on continuous improvement.
- First 6 months is required to be in office with hybrid options available thereafter

**To Apply:**

Please send a copy of resume and cover letter to [jobs@thelandbank.org](mailto:jobs@thelandbank.org).

*The Genesee County Land Bank Authority is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.*

*\*\*\* If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job online as a result of your disability. You can request accommodations by contacting Human Resources at [HR@thelandbank.org](mailto:HR@thelandbank.org).*