



Kôr Community Land Trust  
Bend, Oregon  
Korlandtrust.org

## **JOB DESCRIPTION**

**Position:** Executive Director  
**Reports to:** Board of Directors  
**Status:** Regular Full-Time Exempt  
**Pay:** Total compensation package \$70,000

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### **POSITION OVERVIEW:**

Working under the direction of the Board of Directors, the *Executive Director* is responsible for all aspects of Kôr Community Land Trust (KCLT) operations, with special focus on community relations, operational fundraising, outreach, partnership development, organizational management, and strategic planning. The subject position will work closely with the Land Development Director, a subordinate position that manages KCLT's land project fundraising, real estate acquisition, land development, and home-ownership programs. These two positions constitute KCLT's management-level staffing. As mandated by the workload, other employees may be added from time to time, and their supervision will fall to the Executive Director or the Land Development Director.

### **DUTIES AND RESPONSIBILITIES:**

#### Operations:

- Serve as the lead operational staff member for all KCLT affairs.
- Foster and demonstrate leadership based on KCLT's policies and defined values.
- Ensure compliance with all applicable state and federal regulations governing personnel, workplace and employment.
- Supervise, directly or indirectly, all KCLT staff and volunteers, and manage all human resource responsibilities.
- Lead, support and grow KCLT's diversity, equity, and inclusion work.

### Board Relations:

- Serve as the primary connection between the KCLT's staff and operational program and the organization's Board of Directors and ensure that policies and instructions are successfully communicated and implemented.
- Work with Board of Directors to develop and expand Board capacities and diversity.
- Support board recruitment, orientation, evaluation and leadership.
- Support joint Board/staff committees as instructed by the Board.

### Fundraising:

- Produce and maintain a fund development plan that defines strategies to achieve fundraising goals.
- Serve as lead development officer for KCLT with overall responsibility for success of fundraising efforts.
- Lead efforts to raise funds necessary to support KCLT operational affairs.
- Oversee and support efforts by Land Development Director to raise funds to support land development projects.
- Lead foundation stewardship efforts and cultivate strong relationships.
- Write organizational grant applications and manage on-going reporting.
- Coordinate with partnering organizations on collaborative grant opportunities.
- Produce annual appeals, donor communications, and other fundraising campaigns.
- Plan and execute fundraising events.

### Financial Management and Oversight:

- Serve as the KCLT's fiscal manager, with ultimate responsibility for preparing and executing all operational and land development budgets and overseeing the preparation and filing of all applicable tax forms and reports.
- Coordinate closely with Board Treasurer to ensure that this Board officer is fully informed regarding fiscal affairs.
- Prepare the draft annual operating budget and regularly report on the financial state of the organization to Board of Directors.

### Communications:

- Develop and supervise the implementation of a comprehensive communications and marketing plan for the organization.
- Serve as the public face of KCLT, representing the organization to the public, existing and potential partner organizations, and government officials.
- Advance KCLT's reputation in the community as a leader in affordable housing, community development and asset-building through permanently affordable homeownership.

- Establish and maintain meaningful and effective relationships and partnerships with community groups, organizations, and individuals.
- Ensure the success of an outreach program that reaches historically marginalized communities throughout the region.
- Lead advocacy efforts to promote permanently affordable homeownership.
- Create organizational publications including advocacy letters, presentations, and reports.
- Oversee design and manage contracts for print and digital materials, including but not limited to an annual report, program brochures, website content, impact report, and newsletters.

#### Strategic Planning:

- Develop and lead implementation of strategic plan to ensure that KCLT meets short and long-range goals to achieve its mission.
- Work in collaboration with Land Development Director to evaluate and improve programs.
- Support the development and reporting of key metrics to the Board that provide feedback on organizational activities and impact and operational effectiveness and sustainability.

#### Other Duties:

- Other duties may be assigned as needed.

### **REQUIREMENTS AND QUALIFICATIONS:**

#### **Minimum Requirements for Consideration:**

- 3-5 years of management experience, preferably in a nonprofit organization or government agency, including fiscal oversight, budgeting, strategic planning, and/or organizational development responsibilities.
- 3-5 years fundraising experience for a nonprofit organization, foundation, or government agency, including events, donor development, and/or appeals as well as grant writing processes.
- 3-5 years of experience with communications and marketing.

#### **Additional (Preferred) Qualifications:**

In addition to the minimum requirements listed above, KCLT seeks applicants who can demonstrate the following qualifications:

- Ability to work in a dynamic environment requiring a high level of organization, self-sufficiency, and flexibility.

- Demonstrated capacity as a strong speaker and writer with ability to translate complex ideas and programs into compelling messages.
- Experience in web design, graphic design, and social media.
- Experience with accounting software and nonprofit accounting principles.
- Experience with residential construction and real estate transactions.
- Experience working with and in culturally and economically diverse communities.
- Experience in collaborative planning efforts.
- Work experience within, or knowledge of, the affordable housing field.
- Experience implementing the principles of diversity, equity, and inclusion in organizational situations.
- Bachelor's degree

### **WORK ENVIRONMENT:**

The Executive Director works in a traditional office setting as well as out in the community, networking and meeting with partners, funders, and community leaders. Duties also require periodic visits to construction sites and proposed development locations.

The position primarily works weekday office hours, but occasional evening and weekend work should be expected.

Must be able to travel to meetings and events throughout the region and state, including some out-of-state travel.

Because of the position's community outreach and partnership responsibilities, it is expected that the Executive Director will reside in Central Oregon and become a part of the community. If the selected applicant is not currently a resident of the region, the timing of relocation will be negotiated.

### **APPLICABLE POLICY:**

*Kôr Community Land Trust is an Equal Opportunity Employer and does not discriminate based on religious affiliation, marital status, physical or mental disability, national origin, citizenship, age, race, color, creed, gender, gender identity, sexual orientation, genetic makeup, political or union affiliation, status as a Vietnam-era, disabled or other veteran, or any other basis protected by federal, state or local law.*

*In compliance with the Americans with Disabilities Act, the Agency will provide reasonable accommodations to qualified individuals with disabilities.*

*Kôr Community Land Trust views all its work – internal and external – through the lens of diversity, equity and inclusion. “DEI” is, in conjunction with environmental sustainability and affordability, the third pillar that supports, motivates and informs all we do.*

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