



Kôr Community Land Trust
Bend, Oregon
Korlandtrust.org

OPPORTUNITY ANNOUNCEMENT

Position: Executive Director

Status: Regular Full-Time Exempt

Pay: Total compensation package \$70,000

BACKGROUND:

Kôr Community Land Trust (KCLT) is a nonprofit, public-benefit organization that works to provide affordable homeownership opportunities for the residents of Central Oregon. Chartered in 2014, KCLT pursues its mission through the community land trust model, which takes a different approach than traditional housing development as KCLT owns the land in perpetuity and offers the homes for sale through a land lease. KCLT raises funds from both private and public sources to build and deliver environmentally friendly and energy-efficient houses in a way that keeps them affordable to both initial and subsequent owners.

As of the beginning of 2021, KCLT is in the process of completing its first development, a five-home cottage community called Kôrazon. A second community, to be called Crescita, is funded and approaching construction. KCLT intends to expand its offerings in coming years and become a broadly recognized player working to improve the affordable housing situation in Central Oregon.

KCLT is seeking to strengthen its mission capacity for future work by dividing the managerial work of the previous incumbent into two positions, an *Executive Director* and *Land Development Director*, the latter position to report to the former. Our current Executive Director, who is also a co-founder of KCLT, will be transitioning to the Land Development Director position and will work in close partnership with the new Executive Director.

This announcement is for the position of Executive Director.

THE POSITION:

Working under the direction of the Board of Directors, the Executive Director is responsible for all aspects of KCLT's operations, with special focus on community relations, operational fundraising, outreach, partnership development, organizational management, and strategic planning. The subject position will work closely with KCLT's 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.

The Executive Director serves as the primary connection between the KCLT's staff and operational program and the organization's Board of Directors. The Executive Director is responsible for keeping the Board fully informed regarding KCLT's operations so that the Board may carry out its responsibilities for oversight and governance and thus ensuring that board decisions are carried out.

The Executive Director will serve as the lead development officer for KCLT, with ultimate responsibility for raising the funds that make KCLT's work possible such as by seeking funds from private donors, charitable foundations, and government grant programs at local, state, and federal levels. The Executive Director will have direct responsibility for raising operational funds and will oversee fundraising efforts carried out by the Land Development Director.

The Executive Director also serves as the KCLT's fiscal manager, with ultimate responsibility for preparing and executing operational and land development budgets. Since KCLT expends grant funding from many sources and carries long-term loans related to real estate developments, applicants should anticipate that fiscal management of the organization's affairs will entail considerable complexity and require careful attention. Fiscal management of the organization's land development program will require close coordination with the Land Development Director.

The Executive Director will have broad responsibilities for envisioning the future of the organization and its programs. This work will be done in close consultation with partners, the community, the Board, and other employees.

The Executive Director serves as the public face of KCLT and will need to envision and implement programs to make the KCLT visible to the public, existing, and potential partner organizations, and government officials. These responsibilities will entail various communication channels such as face-to-face meetings as well as news media and social media programming. The position also plays the lead role in KCLT's donor relations efforts.

Because of the position's community outreach and partnership responsibilities, it is expected that the applicant will reside in Central Oregon and become a part of the community here. If

the selected applicant is not currently a resident of this region, the timing of relocation will be negotiated.

The Executive Director will be expected to be able to travel to meetings and events throughout the region and state, including the possibility of out-of-state travel.

The full position description is available for viewing at <https://korlandtrust.org/about-kor/careers>.

WHAT KÔR IS LOOKING FOR:

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 working within 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 field of affordable housing field.
- Experience implementing the principles of diversity, equity, and inclusion in organizational situations.
- Bachelor's degree

COMPENSATION & BENEFITS:

- Compensation: Total compensation package \$70,000

- Paid Time Off: 80 hours/year
- Six paid holidays per year

TO APPLY:

To be considered, applicants must submit the following materials:

- A letter of application in which the applicant states:
 - Why they wish to join the KCLT team and what they would be able to bring to the KCLT effort if selected.
 - How they meet the Minimum Requirements for Consideration identified above.
 - How they meet any of the Additional (Preferred) Qualifications identified above.
- A resumé that documents the applicant’s work history and qualifications.
- Three professional references with email and phone numbers provided and a succinct description of professional relationship (e.g. former supervisor). This document should be labeled clearly with your name on it.
- All relevant application materials should be received by Saturday, March 13. (*KCLT reserves the right to extend the deadline at its discretion.*)

Applicants are strongly encouraged to apply electronically. Applications should be submitted to job_openings@korlandtrust.org.

Applicants who are unable, because of extenuating circumstances, to submit an electronic application should send applications to 61472 Dryer Court, Bend, OR 97702. Applications must be received by the deadline to be considered.

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). DEI is, in conjunction with environmental sustainability and affordability, the third pillar that supports, motivates and informs all we do.

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