



**Job Listing:
Director of Administration**

Posted: September 11, 2017
Applications Due: October 2, 2017

The Greater Syracuse Land Bank is accepting applications for a full-time Director of Administration. Founded in 2012, the Land Bank is a local public authority and a 501(c)3 not for profit devoted to the redevelopment of vacant, abandoned, and underutilized properties throughout Onondaga County. Please review www.syracuselandbank.org for more information on the Greater Syracuse Land Bank, its programs, and its mission. This employee will be one of six staff persons on a small, professional team and will report to the Land Bank's executive director. As a small and relatively young organization adapting as we grow, we are seeking an energetic team-member who possesses a broad range of skills, the flexibility and willingness to tackle special projects as they arise, and enthusiasm for our organization's mission.

Responsibilities

This staff person will serve as the organization's Chief Financial Officer in addition to:

- Managing the purchase or donation of properties.
- Managing the expenditure of restricted grant funds and ensuring compliance with grant requirements.
- Monitoring the Land Bank's procurements to ensure compliance with adopted Procurement Policy.
- Reviewing the language in subcontract/purchase orders for compliance with the Land Bank's standard requirements; enforcement of subcontractor insurance requirements.
- Responding to periodic financial audits.
- Assist the Executive Director in developing an annual budget and monitor budget-to-actual revenues and expenditures.
- Collaborate with the Executive Director and Director of Operations on development of new policies and procedures.
- Other duties, as assigned.

See <http://syracuselandbank.org/about/#policies-and-guidelines> and download GSPDC's By-Laws for a complete description of the CFO's responsibilities (starts on p. 12 of the PDF).

Qualifications

Applicants should possess:

- Interest in working with challenging properties and distressed neighborhoods for a mission-driven organization designed to support neighborhood revitalization.
- Familiarity with local government and organizations and agencies involved in community development and real estate development.

- Bachelor's degree required; master's degree or equivalent professional degree in public administration, urban planning, business or a related field is preferred.
- Five years of management experience in a related field.
- Excellent written and verbal communication skills.
- Attention to detail, strong time-management skills, and ability to independently manage complex projects.
- Inclination to identify problems as they arise and to propose and implement solutions.
- Capacity for designing, implementing, and assessing the effectiveness of standardized operating procedures.
- Comfort working with others in a collaborative environment.
- Proficiency in Microsoft Office Suite, email, and basic computing in order to make use of the Land Bank's property management database.
- Experience with QuickBooks preferred; if none, must be willing to attend training in this program.
- Experience reading and utilizing financial statements. Ability to oversee maintenance of the Land Bank's books and accounts.
- Valid NYS driver's license or, if presently living in another state, a valid driver's license from that state and the ability and willingness to obtain a NYS license.
- Ability and willingness to use your own reliable vehicle for work-related travel to Land Bank owned properties and meetings throughout Onondaga County.
- Must reside in or be willing to move to Onondaga County.

To Apply

Submit a resume, including two references, and a cover letter to kwright@syracuselandbank.org by 5:00 PM Monday, October 2, 2017. Interviews will be scheduled for the following two weeks and we anticipate our board of directors will approve a hire October 17, 2017. We expect this hire to start in November and to work for several days alongside our departing CFO.

Salary and Benefits

Salary: DOE

Benefits include matching contributions to an employee retirement savings account (matching 1:1 up to 5% of employee salary), generous employer contributions to health, dental, and vision insurance, and 20 days of paid time off per year (sick and vacation time combined). In addition, the GSLB observes ten paid holidays each year.

Questions

Contact Katelyn Wright, Executive Director, at (315) 422-2302 or kwright@syracuselandbank.org (email preferred).