



Job Listing

Director of Operations

Posted: January 5, 2014

The Greater Syracuse Land Bank is seeking applications for a full-time director of operations. The director of operations will be the fourth staff person to join a small, professional team, will report directly to the Land Bank's executive director, and will assist the executive director with oversight of the organization's other employees and subcontractors and the organization's day-to-day operations. As a start-up organization adapting as we grow, we are seeking an energetic team-member who possesses a broad range of skills, adaptability, the flexibility and willingness to tackle projects as they arise, and enthusiasm for our public purpose.

Founded in 2012, the Land Bank functions as a bridge between the private and public sector – the Land Bank is both a local public authority and a 501(c)3 – 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.

Responsibilities include:

- This staff-person will report directly to the executive director and will assist with oversight of the organization's other employees and subcontractors and will manage day-to-day operations
- Assist and collaborate with the executive director on development of Land Bank policies and procedures and strategic planning.
- Assist with oversight of employees and subcontractors to ensure compliance with the Land Bank's standard operating procedures.
- Assist the executive director with the development of the organization's budget and financial forecasting.
- Monitoring and oversight of Land Bank expenses. Ensure that the Land Bank is getting the best value for contracted services and operating in the most cost efficient way possible.
- Other duties, as assigned.

Responsibilities may also include:

- Represent the Land Bank in interactions with other community groups, agencies, and local and state governmental bodies and elected officials; assist with maintaining relationships with a range of partners in the community.
- Represent the Land Bank in public speaking engagements and media interviews and conduct community outreach on behalf of the Land Bank.
- Contribute to the development of revitalization plans, programming related to property redevelopment (programs such as incentives for purchasers), mapping, data analysis, and recommending particular redevelopment strategies for specific properties.

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www.syracuselandbank.org

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 entities 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 oral 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 find and propose 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.
- 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.

Experience with Microsoft Access or comparable database management software and ArcGIS is preferred. Familiarity with community development/neighborhood revitalization field and recent trends preferred.

To Apply

Applicants should submit a resume, two references, and a cover letter to info@syracuselandbank.org with "Director of Operations Application" in the subject line by 4:00 PM Friday, January 30, 2015. A hire may be approved by the board of directors as early as February 17. Anticipated start date: March 15, 2015.

Salary and Benefits

Salary: \$60,000-70,000

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 16 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).