



POSITION ANNOUNCEMENT
Genesee County Land Bank Authority
An Equal Opportunity Employer

Position Title: Associate Director of Development & Initiatives
Opening Period: May 13, 2022 to June 3, 2022
Salary Range: Commensurate with Experience
Contact: Alexandria Riley, Sales & Development Director
452 S. Saginaw St. Second Floor
Flint, MI 48502
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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 this developing, managing, and implementing redevelopment programs that encourage investment and strengthen the communities we serve.

Responsibilities:

Under the direction of the Sales & Development Director and Executive Director, the Associate Director of Development & Initiatives will perform the following functions –

- Analysis & Advice - Perform qualitative and quantitative assessments of real-estate development related proposals, communications, marketing, capital projects, and real estate transactions to understand a variety of potential outcomes, including community impact, feasibility, and fiscal return. Based on that analysis, make recommendations to the Director of Sales & Development, Executive Director, and other senior leadership officials within GCLBA
- Project Development - Assist the Director of Sales & Development to assess and determine the market of new real estate opportunities and progress predevelopment activities including creation and analysis of operating and development budgets, proformas, and other financial indicators for prospective projects that ensure that future development projects will meet GCLBA’s mission, economic value, community and social benefits, and sustainability goals
- Forecast & Assemble - Identify funding opportunities, prepare grant applications, and manage grants in compliance with all applicable rules and regulations. Apply a strong understanding of tax increment financing, tax abatements, incentives, grants, and other funding sources and their interplay with the eligible tax reverted property specific tax; solicit third party proposals and perform preliminary research for proposed locations and development opportunities; Further assist with the selection, contracting, and management of consultants to progress pre-development activities including engineering, planning, land use, legal consultants and engagement specialists
- Project Management - In coordination with appropriate government offices and agencies, private and other community-based entities, monitor real estate development projects throughout the design and final approval phase to ensure appropriate goals and timelines are met
- Compliance & Outcome Delivery - Monitor construction and/or implementation progress to ensure compliance consistent with terms of agreements and provide on-going coordination and project direction across the development team, including architects, general contractors, funders, government officials, offices, agencies, attorneys and others regarding ongoing and prospective projects to ensure compliance with GCLBA development procedures and guidelines and further ensure that development goals and objectives are achieved



- Internal/External Stakeholder Communication - Act as a liaison with communities, community advocates, elected officials, civic organizations, and media outlets to communicate on behalf of GCLBA as needed and in cooperation with the Community Relations Manager. Coordinate with relevant agencies, boards, commissions, organizations, and institutions to pursue initiatives, meet project goals and timelines, review GCLBA marketing, coordinate communications and outreach strategies, and ensure positive and efficient relationships between all stakeholders. Communications responsibilities will also include identifying, organizing, and supporting press announcements, press releases, website and social content, events, and media strategies
- Marketing & Sales - Develop strategies to increase disposition of GCLBA owned properties and identify real estate development opportunities
- Collaboration - Coordinate with GCLBA's construction, finance, planning, sales, and communications teams and outside consultants to plan, program, design, and deliver real estate development projects and outcomes that restore value to the community
- Perform other duties as assigned

Qualifications:

- Baccalaureate degree from an accredited college or university and/or 7+ years of work experience in a relevant field preferred
- Excellent negotiation, communication, knowledge of branding and marketing strategies, versed in media platforms and good interpersonal skills; Ability to navigate complex decision-making involving multiple stakeholder groups; great judgment and effective and creative leadership ability
- Ability to work independently and within a fast-paced environment, as well as thrive in a collaborative and supportive team environment. Self-starter who positively contributes to a learning culture and collaborative team and is willing to perform the full range of tasks in a dynamic and responsive organization
- Ability to quickly absorb complex, technical documents, and brief the Sales & Development Director and Executive Director; Attention to detail and excellent organization skills
- Ability to establish productive and collaborative relationships with all levels of staff, inside and outside of Genesee County and other governmental and nongovernmental agencies
- Ability to take initiative, problem solve, prioritize duties, and balance competing priorities while paying close attention to detail, meeting deadlines and working well under pressure. Persistence and a pro-active, positive attitude
- Ability to work independently and collaboratively

To Apply:

Please send a copy of resume and cover letter to 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.*