

Partnership in Property Commercial Land Trust Program and Operations Manager Position Description

Partnership in Property Commercial Land Trust (PIPCLT) is seeking an extraordinary program and operations manager to oversee the commercial land trust projects.

PIPCLT envisions neighborhoods as reflections of the economic, cultural, and social life of its people. Places that anchor, hold, sustain and nurture the health and wealth of a community. Neighborhoods where local BIPOC businesses can grow and thrive, residents claim space through decision-making power and ownership of land, and together are building a vibrant human-centered economy.

The MISSION of PIPCLT is to (re)develop and preserve long-term affordable commercial spaces through community driven ownership of land.

Core PIPCLT VALUES are:

Equity: Race is a factor in our community; we work to explicitly address racial, gender, and economic disparities in our community. All decisions will be made using an intersectional equity lens or framework. We strive to create a new narrative as we strengthen community assets.

Community driven ownership: Commercial Land Trusts (CLT) define land as being "community owned" because the land, asset or facility is entirely owned and managed by a community-based membership organization.

Community engagement and organizing: We believe that truly participatory community engagement involves shared learning and that decision making builds trust and will yield the highest impact for the community served. The power to make decisions should include those most impacted. Community should be engaged throughout the development process from property selection to tenant selection.

Anti-displacement: Displacement of community-owned businesses has psychological impacts on residents. We will use our resources to preserve and create affordable commercial spaces indefinitely. CLTs use long-term community ownership of land through a 99-year ground lease agreement, which has demonstrated effectiveness in combating displacement of occupants.

LOCATION: Minneapolis, MN

SALARY: \$65,000-\$80,000

TYPE: Full-Time

POSITION OVERVIEW

The Program and Operations Manager is to provide vision and leadership around internal

infrastructure centering our organizational values. Specifically, this person is responsible for program development and management, fundraising, Board administrative support, and internal operations management. This position reports directly to the Executive Director.

PRIMARY DUTIES AND RESPONSIBILITIES:

Program Development and Management (50%)

- Proactively identify program dependencies, anticipate risks, and remove roadblocks, with a solution-oriented attitude
- Manage programmatic budget
- Ensure that businesses submit required paperwork as part of the application process. Connect business owners to other staff or partners as needed for additional support or guidance.
- Establish a Community Investment Trust model
- Build out PIPCLT's membership program
- Establish systems necessary to support the mission or program
- Participate in forums, trainings, and conferences relating to the Commercial Land Trust work
- Set ambitious fundraising goals engaging public, corporate and philanthropic communities and develop a plan to achieve those goals
- Grant writing/fundraising to support commercial acquisition fund

Operations (30%)

- Support executive director with fund development administration for internal operations budget
- Provide direct administrative support to PIPCLT Executive Director and Business and Commercial Real Estate Manager
- Manage External Communications and marketing (social media accounts, newsletter)
- Providing additional support in organization administration and operations (HR, IT, office)
- Support implementing the 3 year strategic growth plan
- Manage and supervise contracted and consulting services
- Assist with maintaining electronic filing systems
- Prepare written or electronic responses to general program inquiries
- Schedule and coordinate meetings and appointments as requested
- Assist Finance Manager/Consultant as required (invoicing, and general assistance)

Board Support (20%)

- Provide staff support for the following board committees: This includes attending meetings, advancing work in between meetings, and preparing committee materials/agenda.
- Provide overall administrative support, including scheduling group meetings, maintaining calendars, recording minutes from meetings.
- Provide support and communication including scheduling and task tracking.

EXPERIENCE REQUIREMENTS:

Interpersonal

- Demonstrated leadership skills, including public speaking, consensus building and the ability to initiate community engagement efforts and run community meetings
- Bachelor's degree in appropriate discipline (e.g., business, management information systems, public policy/administration, economic development real estate, urban development, law) and Have 3+ years' experience in business
- OR 7-10 years of work experience if no bachelor's degree
- Strong interpersonal and communication skills, excellent written and verbal skills
- Ability to create and nurture an inclusive culture internally and externally that celebrates individual and collective identity, centering BIPOC voices
- Self-starter with the capacity to work collaboratively and effectively communicate tasks and project updates
- Have a solid grasp of-and commitment to - Who What Why's mission and vision
- Experience in startup/nonprofits preferred

Administrative

- Effective organizational, time management and administrative skills, including the ability to work independently as well as in a team setting
- Demonstrated ability as an excellent oral and written communicator and in building and maintaining strong community relationships
- Proven record of successful fundraising such as crowd funding.
- The ability to manage time, priorities, and resources effectively in a fluid and fast paced environment
- Must possess significant attention to detail
- Demonstrated strategic thinker

Community

- Demonstrated commitment to social and economic justice
- Thorough understanding of property development, small business development, and community and economic development strategies
- Knowledge of the Minneapolis community organization environment
- Knowledge of federal, state, city and county funding resources, programs and techniques for economic development
- Previous knowledge of the community land trust model, cooperatives, and business lending a plus
- Demonstrated success in working with local government entities preferred

QUALIFICATIONS SOUGHT (not required)

- Significant management experience related to community-based economic development, small business, non-profit management, or real estate
- Knowledge of economic, political, and social dynamics of urban neighborhoods
- Proficient computer skills including Microsoft Office programs (Excel, Word, Power Point) applications
- Must have personal transportation available for use

- Experience in project management and experience in Property management is preferred
- Masters degree in appropriate discipline preferred (e.g., business, management information systems, public policy/administration, economic development real estate, urban development, law)

Benefits: Health, FSA/HSA, 401K Retirement Account, and PTO

PIPCLT currently does not have a physical location, so all staff are working remotely. The ability to work on site in the next 12-18 months is expected. The organization is exploring long-term hybrid (remote/on site) work schedules.

HOW TO APPLY:

Submit your cover letter, resume and reference in one PDF document via email with "Program Manager" in the subject line. Send to Domonique Jones at domonique@pipclt.org

Applications will close December 23, 2021

PIPCLT is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Applicants from underrepresented backgrounds and applicants who identify as low-income are encouraged to apply.