

Land Bank of Indianapolis, Inc. seeks its first Executive Director. This is an exciting opportunity for a seasoned and visionary community development professional. The Executive Director will be charged with creating policies and systems to effectively manage vacant and abandoned properties, as well as policies and marketing efforts that will result in properties being put back into productive use in a way that strengthens neighborhoods and returns these vacant and abandoned properties to property tax rolls.

**Land Bank of Indianapolis, Inc.
Executive Director**

Position Title: Executive Director
Reports To: Board of Directors
Status: Exempt

Description of Organization

The Land Bank of Indianapolis is a 501(c)3 organization established in 2010 as a response to the significant number of vacant and abandoned properties in our community. The mission of Land Bank of Indianapolis is to develop land banking policies, programs and activities to assist individuals, investors, developers, community development corporations and social service organizations in developing vacant and/or abandoned properties in Marion County. Work accomplished to date includes research on land bank practices across the country; research and education on land bank legislation in Indiana which would streamline local land bank functions to address the number of vacant and abandoned properties; establishing working relationships with other communities in Indiana seeking to address the problem of vacant and abandoned properties. A contract with the City of Indianapolis Department of Metropolitan Development to manage a portfolio of vacant and abandoned properties will enable Land Bank of Indianapolis to hire its first staff members and establish land bank functions during the period of time legislative changes to streamline local land banking are pursued by elected officials.

Summary

Under the direction of the Board of Directors the Executive Director is responsible for overall management and operations of Land Bank of Indianapolis Inc., a 501(c)3 not-for-profit organization. The Executive Director will be the first paid staff member. Initial operations shall be to manage a portfolio of vacant and abandoned properties under contract with the City of Indianapolis Department of Metropolitan Development. The Executive Director position is a full time temporary position funded through a grant which expires at the end February, 2014. The Board of Directors shall seek additional funds that will make it possible to continue operations past the expiration of grant funding.

Primary Responsibilities:

- Develop a property management system for properties owned by Land Bank of Indianapolis and properties Land Bank of Indianapolis has contracts to manage.
- Ensure Land Bank of Indianapolis' full compliance with all contractual responsibilities for land banking functions.
- Establish and operate appropriate financial management systems for Land Bank of Indianapolis including managing cash flow for operations.
- Develop a business plan to implement the strategies of the Land Bank of Indianapolis.
- Develop policies, procedures and other tools that will enable Land Bank of Indianapolis to sell vacant and/or abandoned parcels to individuals, investors, developers, community development corporations and social service agencies.

- Develop and implement marketing strategies and programs for properties owned by Land Bank of Indianapolis and properties Land Bank of Indianapolis has contracts to manage and market.
- Reach out to individuals, investors, developers, community development corporations and social service organizations to establish relationships and to market land bank properties.
- Assist Board with fund development, including cultivating potential donors and creating new lines of business for the Land Bank of Indianapolis.

Additional Responsibilities:

- Assist and provide staff support to Land Bank of Indianapolis Board of Directors and all board committees.
- Interface with critical stakeholders and policy makers, including local and state elected and appointed officials as appropriate to move land bank policies forward.
- Other duties as assigned by the Board of Directors.

Qualifications:

- Advanced degree in a related field; relevant experience may be considered as a substitute for advanced degree attainment.
- Management experience; not-for-profit management experience is a plus.
- Knowledgeable on a broad range of community redevelopment and land use issues including land use planning and law; community and economic development; housing and transportation issues; and state and local government process.
- Experienced in the areas of: real estate development; project management; working with design professionals; and community development operations.
- Ability to think strategically and creatively about improving neighborhoods and the quality of life for neighborhood residents.
- Excellent organizational skills; excellent oral and written communication skills; and the ability to work with diverse stakeholders;
- Proven record of initiative and a strong work ethic.

To apply: Send resume with cover letter including salary history to landbankofindianapolisresumes@gmail.com.

Applications will be accepted through November 23, 2012.

Land Bank of Indianapolis, Inc. is an equal opportunity employer. Candidates from diverse backgrounds are encouraged to apply.

All applications will be treated with strictest confidentiality.