

Land Bank of Indianapolis, Inc. seeks a mid to senior level Program Director to work at the direction of the Executive Director to implement land banking functions. The Program Director will be the second staff person hired by Land Bank of Indianapolis and will have the opportunity to create effective and efficient land bank functions and to make a significant difference in community redevelopment efforts in Indianapolis.

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

Position Title: Program Director
Reports To: Executive Director
Status: Exempt

Description of Organization

Land Bank of Indianapolis, Inc. is a 501c3 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 Executive Director the Program Director will have direct responsibility for property management of a portfolio of vacant and abandoned properties, and responsibility for interacting with vendors, neighborhood organizations and community groups, and potential purchasers of properties. The Program Director will be the second hired staff member. The Program 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.

Responsibilities

- Manage all facets of Land Bank of Indianapolis' property management responsibilities for a portfolio of vacant and or abandoned properties, including managing mowing and maintenance schedules, vendor contracts, reimbursement requests and record keeping.
- Manage all facets of property transfer including title work.
- Manage any construction, deconstruction and demolition bidding, contracting and performance monitoring.
- Manage program grants and ensure grant compliance, including by creating and maintaining files and complying with all reporting requirements.
- Establish and maintain schedule of regular meetings with key stakeholders including representatives of the City of Indianapolis Department of Metropolitan Development, Local Initiatives Support Corporation and other key stakeholders.
- Develop partnerships with key stakeholders and work to further projects by identifying and applying for funds from local, state and federal sources.
- Identify and apply for applicable private foundation grants and secure any in-kind resources.
- Draft content to assist with public relations, fundraising and preparation of grant proposals and reports.
- Manage Web site content development and updating.
- Work with Executive Director to communicate progress to the Board.

Qualifications

- Four year degree.

- Three or more years of program management experience.
- Knowledgeable about property sales, transfers, clean titles, and other related property issues.
- Knowledgeable about property management including mowing and upkeep .
- 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 legislative, state and local government processes.
- Proven record of ability to manage multiple projects with strong attention to deadlines and details
- Experience working with contracted professionals on the development of construction/demolition specifications.
- Familiarity with working in a not-for-profit setting or commitment to adapting to a not-for-profit work environment.
- Demonstrated ability to work with individuals and groups from diverse backgrounds.
- excellent oral and written communication skills,

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.