

**Chemung County
Property Development Corporation
400 East Church Street
Elmira, New York 14901
(607) 733-6513**

The Chemung County Property Development Corporation (CCPDC) seeks applicants for the position of Executive Director. This is a full-time position, managing a 501(c)(3) organization with a pending inventory of property in various conditions and in a wide range of market conditions. The CCPDC is a New York Land Bank with the stated mission:

“To acquire and return vacant, abandoned, and/or tax delinquent properties within the City of Elmira and Chemung County to uses that support community revitalization, sustained economic development and improvement of the financial condition of the City and County.”

The five member CCPDC receives tax-foreclosed properties from the County with the purpose of returning them to productive, tax-paying use to improve their impact on surrounding properties, improve the quality of life in urban neighborhoods and facilitate the creative reuse of underutilized property.

This organization was founded in July 2016 and just received a Land Bank Community Revitalization Grant in the amount of \$893,100. The selected candidate that fills this role will be the Corporation’s first Executive Director, responsible for continued development of the organization’s policies, procedures, and operations in collaboration with the Board of Directors and other governmental and nongovernmental stakeholders.

Responsibilities:

- Provide staff support to the organization’s Board of Directors
- Preparation of an annual operating budget for the organization
- Preparation of the organization’s annual report – including projects undertaken, monies spent, an accounting of the land bank’s financial condition, and administrative activities of the past year – for presentation to governing bodies
- Analyze and evaluate vendor services to ensure procurement of services that best meet the needs of the land bank
- Oversight of real estate transactions and leases
- Ensures compliance with grants management requirements, as applicable
- Ensure compliance with Public Authorities Accountability Act

- Document and illustrate the accomplishments and purpose of the land bank in support of ongoing fundraising for future years' operating budgets
- Planning for strategic acquisition, disposition, and assembly/holding of property in accordance with plans developed by CCPDC
- Planning and budgeting for the management, maintenance, improvement, and marketing of the CCPDC's real property inventory
- Collaboration with other New York land banks, affiliated local, statewide, and national organizations
- Regional and state-level advocacy for policy and legislative initiatives in support of the land bank's stated mission
- Outreach to and communication with neighborhood stakeholders

Preferred Qualifications:

- A Master's degree in Urban Planning, Real Estate Finance, Public Administration, or a closely related field
- Two to five years' experience with a land bank, in real estate development, or community development activity, or with related work. Five to eight years of such experience is preferred with a Bachelor's degree
- Thorough understanding of recent and historical trends in community planning and real estate development, including the challenges faced by communities in Chemung County as related to the mission of the land bank
- Experience developing and managing a not-for-profit organization's operating budget
- Experience with grants management and regulatory compliance
- Effectiveness and comfort with policy-based advocacy, consensus building, and facilitating dialogue with elected bodies, municipal officials, and other public agencies
- Experience and effectiveness managing dialogue and collaboration with diverse interest groups, neighborhood advocacy groups, and other local stakeholders
- Comfort acting as the administrator of a property database to track the planning for, maintenance and redevelopment, and marketing of properties
- Strong data analysis skills
- Proficiency with Microsoft Office Suite
- A valid New York driver's license
- Must be able to travel to attend conferences, training and other events as required to acquire and maintain proficiency in fulfilling the responsibilities of the position
- Experience with the requirements of Public Authorities in New York
- Proficiency with Arc GIS
- A valid NYS driver's license or, if presently living in a different state, a valid driver's license from that state and the ability and willingness to obtain a NYS license
- Must reside in or be willing to move to Chemung County

Salary: Starting salary \$65,000

Benefits: TBD

Closing Date: May 12, 2017

Submission Requirements:

Individuals who are interested in the Executive Director position should submit a detailed cover letter and resume to the address or email below. Submit all materials by May 12, 2017.

Applications may be mailed to:

Michael Krusen, President
Southern Tier Economic Growth
400 East Church Street
Elmira, NY 14901

Please direct questions to: Michael Krusen (607)733-6513 or mkrusen@steg.com.

Please provide at least three references