



PITTSBURGH LAND BANK

POSITION: Executive Director

POSITION SUMMARY

A single-purpose entity, the Pittsburgh Land Bank (PLB) facilitates the transition of distressed real property into productive status, whether public use or private revitalization. The organization acquires, manages and maintains, and ultimately disposes of property, taking it from tax delinquent, blighted, vacant and/or abandonment to active reuse, to help revitalize neighborhoods, improve quality of life, increase property tax revenue, and help reduce the cost of government services associated with blighted and abandoned property.

The PLB will be operated by the Executive Director who will manage a growing team. The PLB is governed by a nine-person Board of Directors consisting of appointed representatives from city and state government, technical experts, and community representatives. Under the direction of the Board of Directors, the Executive Director is responsible for overall management of the PLB and protection of the organization's financial assets, while ensuring compliance with board directives and applicable grantor, federal, and state requirements.

This is a full-time position, operating an organization that will own and manage an inventory of property in various conditions and in a wide range of market conditions. The Executive Director will be responsible for continued development of the organization's policies, procedures, and operations in collaboration with the PLB Board of Directors (PLB Board) and other governmental and nongovernmental stakeholders.

More information about the PLB can be found here: <http://www.pghlandbank.org>.

ESSENTIAL FUNCTIONS

- Provide staff support to the PLB Board and its committees
- Serve as the PLB Board's liaison to community and civic groups, government, and elected officials
- Oversee all accounting functions, including those necessary for auditing, budgeting, financial analysis, capital asset and property management, and payroll
- Create and manage acquisition, maintenance, and disposition programs and protocols
- Develop agreements including negotiating terms that reflect the needs of the PLB
- Source and pursue grant opportunities along with other fund development opportunities, including management of grants and related contracts
- Assist the PLB Board with creation of the vision, mission and strategic direction of the organization
- In partnership with the PLB Board, develop short, medium and long-term strategic plans and success measurements necessary to determine outcomes
- Assemble and manage a support staff necessary to meet PLB objectives
- Coordinate all activities of the organization
- Analyze and evaluate vendor services, particularly for insurance, legal and management of PLB funds

- Manage the organization's communications infrastructure, ensuring proactive messaging and timely response to related inquiries
- Create alternative sources of revenue generation and lines of business
- Coordinate inventory transfer requests with the City of Pittsburgh and URA to support government needs and priorities
- Attend public meetings, make public presentations, and respond to issues and complaints related to the PLB and to properties it owns or that it has acquired an interest in at a tax sale
- Coordinate all legislative matters with the City of Pittsburgh, county, and state
- Manage the maintenance and information infrastructure of the real property inventory
- Oversee the transfer and disposition of all properties into and out of the inventory, including application and development plan review
- Improve and expand relationships with developers, non-profits, community development organizations, and businesses in relation to their goals and plans
- Represent the organization at events
- Establish and maintain files and records
- Read maps, drawings, and surveys
- Perform other duties as assigned

ORGANIZATIONAL STRUCTURE

- The Executive Director may be hired as an employee of the Urban Redevelopment Authority of Pittsburgh (URA), which serves as the PLB's administrator.
- The Executive Director will work with the PLB Board and the Board Chair to deploy the PLB Board in its governing function.
- The Executive Director is responsible for all operations and all staff of the PLB.

TRAVEL

The Executive Director 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.

QUALIFICATIONS

- Master's Degree in Business/Public Administration, Real Estate Law, or Urban Planning/Development with ten years of real estate or development experience, or any equivalent combination of education, training, and experience
- Knowledge of real estate principles and practices, including identifying and analyzing trends
- Knowledge of acquiring, banking, maintaining, marketing and disposing of property for housing development and/or neighborhood revitalization
- Knowledge of tax foreclosures and Sheriff Sales
- Knowledge of title reports, title clearing, appraisals, development, financing, zoning and land use regulations
- Knowledge of laws, ordinances and regulations related to land bank entities
- Knowledge of the federal Uniform Relocation Act
- Proven administrative and leadership skills
- Strong interpersonal relations and oral and written communication skills
- Experience utilizing specialized software including word processing, spreadsheet, data hub, mapping, graphic and presentation applications

- Strong public presence, working with and making presentations to a Board of Directors, government officials, neighborhood organizations and other groups
- **City of Pittsburgh residency is a condition of employment.**

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political, and/or union affiliation.

AN APPLICANT MUST BE A CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.

Please email resume and cover letter of interest to:

Columbus C. Brooks, GCDF
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Urban Redevelopment Authority of Pittsburgh
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