



**Job Title:** Programs Manager - Community Land Trust (CLT)  
**Department:** Programs  
**Supervisor:** Director of Programs  
**Direct Reports:** None  
**FLSA Status:** Exempt  
**Approval Date:** 04/16/2024  
**Pay Range:** minimum pay starts at \$50,000 annually, plus full benefit package.  
**Schedule:** Monday - Friday; 8AM – 4PM

**ORGANIZATION OVERVIEW:**

Founded in 1981, Pensacola Habitat for Humanity is a non-profit, non-denominational, Christian ministry whose purpose is to improve communities through sustainable partnerships. Having built and renovated more than 1,600 homes, Pensacola Habitat seeks new and innovative ways to positively impact the community through various meaningful projects, including our Home Buyer and Community Development programs. Pensacola Habitat for Humanity offers unique financing opportunities to qualified applicants to provide affordable homeownership in Escambia and Santa Rosa counties. We are also the ONLY Habitat for Humanity affiliate who is also a NeighborWorks Charter Member. Pensacola Habitat is an affiliate of Habitat for Humanity International and follows HFHI’s non-proselytizing policy.

**Our mission:** Seeking to put God’s love into action, Pensacola Habitat for Humanity brings people together to build homes, communities, and hope.

**Our vision:** A world where everyone has a decent place to live.

**GENERAL DESCRIPTION:**

The Programs Manager - CLT will play a key role in advancing our mission to create affordable housing opportunities and promote community development. The Programs Manager - CLT will be responsible for overseeing the growth and management of the Community Land Trust within the organization. The Programs Manager - CLT will collaborate with our Finance, Land, Construction, and Programs departments to ensure these goals are being met and sustained.

**CORE RESPONSIBILITIES:**

*CLT Establishment and Strategy:*

- Manage the comprehensive strategy for the establishment and growth of the CLT.
- Collaborate with the executive team to align with the CLT objectives with the overall mission and goals of PHFH.
- Conduct market research and analysis to identify suitable properties for inclusion in the CLT.

*Land Acquisition and Management:*

- Collaborate with Land Acquisition Manager to identify potential land suitable for homebuyers.
- Maintain relationships with key stakeholders, including local governments, real estate professionals, and community partners.
- Manage the ongoing stewardship of CLT-owned properties, ensuring compliance with all relevant regulations and guidelines.

*Facilitate Home Sales/Re Sales:*

- Oversee the sales and resale processes for homes within the CLT ensuring affordability and compliance with CLT guidelines.
- Collaborate with real estate professionals and legal teams to facilitate smooth and equitable home transactions.

#### *Home Buyer Education:*

- Collaborate with Program Team to develop and implement home buyer education programs to empower CLT participants with the knowledge and skills necessary for successful homeownership.
- Collaborate with local educational institutions and organizations to enhance home buyer education opp.

#### *Asset Management:*

- Implement asset management strategies to maximize the long-term affordability and impact of CLT properties.
- Maintain a system for monitoring and evaluating the financial and physical condition of CLT homes.

#### *Membership Relations:*

- Manage and cultivate relationships with CLT members, providing support and communication to ensure active and engaged participation.
- Organize member meetings, workshops, and events to foster a sense of community and collaboration.

#### *Community Partner Relations:*

- Maintain and strengthen partnerships with community organizations, government agencies, and other stakeholders to enhance the impact and reach of the CLT program.
- Collaborate with partners to identify opportunities for joint initiatives and funding.

#### *Operations Management:*

- Collaborate with Director of Programs to oversee all areas of the organizations CLT operations, including budget management, future staff supervision, and program evaluation.
- Ensure compliance with legal requirements and organizational policies.

#### **KNOWLEDGE, SKILLS, ABILITIES:**

- Strong understanding of local housing markets, zoning regulations, and community development principles.
- Excellent communication and interpersonal skills with the ability to engage and collaborate with diverse stakeholders.
- Demonstrated project management and organizational skills.
- Knowledge of affordable housing financing and e-funding sources.
- Coordinate with Development staff for potential grant opportunities and grant writing.
- Strong leadership, management, communication, and interpersonal skills.
- Should be able to think creatively and innovatively to find new and better ways to achieve the CLT's objectives and to respond to changing needs and opportunities.

#### **EDUCATION, EXPERIENCE:**

- Bachelor's degree in business, Urban Planning, Real Estate Development, Non-Profit Management, or a related field. Will take 5 years minimum of related experience into consideration in place of degree. Master's degree is preferred.
- Proven experience in program management – preferred real estate, affordable housing, or lending.

#### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

This position is primarily performed in an office setting and may require sitting for long periods of time. On occasion, this employee may work offsite and perform other tasks in support of neighborhood and community development.

This position requires a valid state driver's license, safe driving record, reliable transportation, and insurability through our vehicle insurance carrier.

Please note that this job description reflects the essential functions for this role but is not designed to be comprehensive and does not restrict the tasks that may be assigned. Duties, responsibilities, and activities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

## **BENEFITS**

- Health Insurance
- Dental
- Vision
- Short/Long Term Disability
- Life Insurance
- Accident Insurance
- Cancer Insurance
- 403(b)
- Monthly Wellness Benefit
- Paid Time Off
- Holiday Pay

*Pensacola Habitat for Humanity provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.*