

# Commonwealth Land Trust Inc.

## Position Announcement

### President/CEO

**Commonwealth Land Trust Inc. (CLT)**, an outstanding nonprofit community organization based in the Roxbury neighborhood of Boston, is seeking a dynamic new **President/CEO**. Dedicated to preserving neighborhoods and preventing homelessness, CLT owns 425 units of affordable housing and provides housing and case management services to over 325 of those units. Combined, CLT houses nearly 1,000 people in Boston and other Massachusetts communities. Linking housing and care, CLT works to rebuild lives and communities. Please see [www.commonwealthlandtrust.org](http://www.commonwealthlandtrust.org).

#### **The Organization**

Commonwealth Land Trust has been providing affordable housing and case management services in the Greater Boston area since 1985. Originally founded for the sole purpose of developing and preserving affordable housing during the booming real estate market of the 1980s, CLT acquired and renovated properties that were sites of dilapidation and crime, or conversely, targeted for gentrification. By removing these buildings from the speculative market, CLT ensured they would remain accessible to low-income individuals.

Over the course of time, amidst the HIV/AIDS crisis, CLT identified a clear and urgent need to house and support those trapped in a cycle of homelessness. CLT addressed this need by adopting a model of self-management and establishing its own case management department.

CLT's portfolio includes two types of housing: (1) affordable apartments serving homeless and very low to moderate-income families, and (2) supportive housing programs serving homeless, disabled, and extremely low-income individuals. The majority of CLT's supportive housing residents are struggling with multiple problems, including physical disabilities, mental health challenges, addictions, prior involvement in the criminal justice system, and/or long-term health challenges such as HIV/AIDS.

Upon move-in, CLT ensures that clients' basic needs are met. Residents of CLT's supportive housing properties are provided with a furnished room and access to an on-site food pantry. Case managers conduct initial intake assessments and help residents acclimate to permanent housing. They refer clients to local resources, address their medical, legal, and social challenges, and help them stay engaged with outside providers. Although many supportive housing residents are unable to work due to the severity of their disabilities, CLT encourages clients to realize their individual goals, which may include volunteering, furthering their education, engaging in meaningful ways with the community and/or reconnecting with their families.

CLT's model of self-management and on-site case management provision ensures that residents receive the support necessary to maintain and improve their health and rebuild their lives. Of the 82% of our supportive housing residents who are formerly homeless, 95% remain in permanent housing for one year and/or move on to other forms of permanent housing. For the 28% of family housing residents who are formerly homeless, 98% achieve the same success.

CLT's annual revenues are approximately \$6 million and are comprised of residential and commercial rental income, grants, and government contracts. The 10-member Board of Directors works with a dedicated staff of 40.

#### **The Position**

The new President/CEO will succeed Ellen Tan, who has served CLT for 25 years. The President/CEO will serve as the strategic and supportive team leader of the CLT staff; the chief implementor of the vision and policies of CLT's Board of Directors; a strong advocate and spokesperson for CLT's abilities and contributions to the greater community; an effective partner with local organizations, public officials, and funders; and the manager of fiscally responsible actions within the board-approved annual budget.

#### **Key Responsibilities**

##### **Strategic Leadership:**

- Interprets community needs and identifies opportunities for furthering and enhancing CLT's mission;

- Provides leadership and strategic and tactical direction to fulfill CLT's mission and short-term and long-term vision and sets strategy under the direction of the Board;
- Identifies and secures funding opportunities including grants, earned income, and debt restructuring/refinancing to ensure adequate budget support for programs and long-term sustainability and capital needs for CLT's growth;
- Oversees real-estate strategy and program development by identifying, evaluating viability of, and orchestrating funding for new development projects in accordance with CLT's mission;
- Ensures that real-estate development honors the history and needs of the community and is financially beneficial to CLT and its partners and investors;
- Fosters and deepens healthy and cooperative relationships with community stakeholders and engages community support; and
- Serves as a spokesperson for CLT and the needs of its residents, positioning CLT as a leader within the community in the greater Boston Metropolitan Area.

#### Service Leadership:

- Sets a high standard for effective and appropriate delivery of services and ensures compliance by the extended CLT family of all relevant requirements, including lender reporting;
- Oversees CLT's assets and supportive management;
- Ensures that CLT's programs achieve the highest level of excellence in helping the lives of those in need; and
- Builds and nurtures a team dedicated to CLT's service mission.

#### Organizational Leadership:

- Supports the Board and its committees in their governance role;
- Manages CLT's leadership team and leads staff in designing and carrying out fundraising strategies, donor stewardship, public relations, and administrative functions;
- Makes or supervises employment decisions consistent with policies;
- Oversees all aspects of CLT's business and finances to achieve stated goals and objectives while ensuring compliance with financial policies and procedures, maintaining internal fiscal control, monitoring, reporting, and managing CLT's annual budget and cash flow;
- Ensures effective systems to evaluate programs and track progress and achievements, including implementation of a database for tracking resident demographics, services, and success rates; and
- Provides consistent developmental support and guidance to staff members, ensuring they have the coaching, tools, skills, professional development, evaluation and information necessary to implement the mission, vision, goals, and objectives and to ensure commitment to a team approach for participative governance across the organization.

#### **Experience/Skills Required**

- Passionate commitment to the mission of CLT;
- Experience in real-estate development and business management;
- Strong organizing and leadership building skills, willing and able to lead CLT into its next phase of growth;
- Knowledge of programs utilized to preserve neighborhoods and prevent homelessness;
- Public policy experience and advocacy skills;
- Experience as a mentor and supporter of staff;
- Broad base of knowledge about best practices and standards in agency service areas/departments. This includes but is not limited to financial management, nonprofit administration and management, strategic growth and development, real estate development, state and federal rental assistance programs, supportive housing management, and social services such as case management and clinical services, particularly as relating to mental illness and addictions;
- Excellent oral and written communication skills in English, including effective listening skills;
- Ability to identify issues and resolve conflicts, both internally and externally;
- Skilled overseer of organizational finances.

#### **Experience/Skills Preferred**

- Bold, strategic, and innovative thinker and decision maker;
- Energetic, passionate and compassionate;
- Comfortable fundraiser and spokesperson;
- Ability to use technology and computer software effectively and efficiently;
- Leader with established relationships in CLT's community.

#### **To Apply**

Please send cover letter and resume to Susan Egmont, Egmont Associates, at [segmont@egmontassociates.com](mailto:segmont@egmontassociates.com).