



Posting: Saginaw County Land Bank Executive Director

Inquiries please contact Tim Novak,
Chair and County of Saginaw Treasurer
989-790-5225 tnovak@saginawcountymi.gov

General Summary: The Executive Director will be responsible for planning and directing the organization to ensure the mission and goals of the Land Bank are fulfilled. The Director will follow the general policy guidelines established by the Authority Board, and other applicable governmental procedures and policies established by the Authority Board, the Intergovernmental Agreement and the County.

Essential Duties and Responsibilities:

The Executive Director is responsible for overall operations of the SCLBA, a public corporation who manages the disposition of the tax reverted properties. The person also:

- Responsible for the day-to-day operations of the County Authority, including the control, management and oversight of County Authority employees.
- Assists in the development of current and long-term organizational goals and objectives as well as policies and procedures for SCLBA operations
- Maintains frequent contact with the Board Chair to maximize the effectiveness of day-to-day operations and community engagement to identify issues, determine strategies, and set priorities for addressing these issues
- In conjunction with the County Treasurer coordinates and performs media relations activities. Formulates and implements a comprehensive communication strategy regarding Land Bank activities. Educates the public about the Land Bank opportunities and activities
- Represents the Land Bank at various internal and external meetings. Acts as a liaison for committees at the neighborhood, community and regional level.
- Performs duties as assigned

Working Conditions:

- The work environment varies. Work is typically performed in an office setting with some tasks requiring the work to be performed at external (outside) sites.
- This position is required to travel for meetings and appointments. Some appointments may be held at personal residences, abandoned properties or other various places in the community so as to get a better understanding of the issue. The sites will vary on cleanliness and safety.
- Hours will vary, some evening and weekend obligations expected

Experience, Education and Skills:

- Bachelor's Degree in Business Administration, Public Administration, Community Development, Urban Planning or related field.
- Possess 3 years' experience in business, non-profit operational and financial management, or related areas.
- Knowledge of real estate, Land Bank Laws, state and federal programs related to community development or housing, and tax foreclosures not required but helpful
- Understand financial statements and budgeting for non-profits
- Proficiency in the use of computers, in particular Microsoft Office Suite, Email, Internet, and Online Software GIS systems
- Grant writing skills and knowledge of management of grants

Compensation:

- All terms and conditions of the Executive Director's length of service and compensation will be specified in a written contract.
- Up to \$75,000, terms negotiable

Application Deadline:

- OPEN UNTIL FILLED

Required Documents:

- Resume, Cover Letter, Transcripts, References
- Please submit Required Documents to tnovak@saginawcountymi.gov

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