

Community Land Trust Operations Manager

The Neighbourhood Land Trust

[The Neighbourhood Land Trust](#) (NLT) is a non-profit organization dedicated to protecting the affordability, diversity, and equity of Parkdale by bringing land into community ownership and control. NLT works to acquire and manage land, leasing it at affordable rates to eligible charitable partners who provide community benefits including affordable and supportive housing. Visit www.pnlt.ca for more information.

Job Application Deadline:	September 23 rd , 2019 at 5:00 pm EST
Job Title:	Community Land Trust Operations Manager
Reports to:	Executive Director
Work Week:	37.5 hours/week
Contract:	1 year W opportunity for renewal
Start Date:	ASAP.
Salary:	\$46,000 – \$51,000 + benefits

A. OVERVIEW

The Neighbourhood Land Trust (NLT), the charitable arm of the Parkdale Neighbourhood Land Trust (PNLT), seeks an Operations Manager to undertake the daily operations of the non-profit Community Land Trust (CLT). The role will include a broad set of operational responsibilities including office administration, staff oversight, community-based governance, financial management, communications, fundraising and support for acquisition planning as needed. These tasks are the key building blocks of the NLT's community ownership model embodied in NLT's core principles.

This new role will be indispensable for supporting the Land Trust's operations and organizational growth as Toronto's first neighbourhood-based CLT. First incorporated in 2014, NLT's recent accomplishments include acquiring 87 Milky Way as a community-owned urban agriculture space, undertaking community-based research to create the Parkdale Rooming House Study (2017) and most recently acquiring a 15 unit at-risk rooming house for permanently affordable housing. In the coming years NLT hopes to strengthen its operations and increase its impact by acquiring more land and housing. The Operations Manager will play an important role in supporting NLT's growth and enacting social change on a neighbourhood scale.

This position also allows for being part of the wider systems change and movement building underway in Parkdale and beyond! The Operations Manager will work as part of a small, dynamic and interdisciplinary team of people, committed to organizing and

galvanizing the strength of this vibrant and historic neighbourhood - Parkdale. Supporting the development of local ground-up leadership, working closely with residents and local organizations, we are a people's movement that is at the front lines of the fight against predatory development and displacement. Our work is firmly embedded within praxes of anti-oppression, radical social justice and Systems Change. Experience first hand, what it is like to work directly for a grassroots community-controlled organization!

The ideal candidate will be an early or mid-career professional with a background in urban planning, non-profit management, environmental studies, real-estate development, community organizing or a similar field, and a strong commitment to neighbourhood inclusiveness and social equity. We strongly encourage applications from residents of Parkdale and or equity-seeking groups. In addition, due to the uniqueness of this role, direct mentorship and on the job training will be provided.

A strong capacity for administrative tasks, accounting, communications, and basic project management is a must.

This position requires attendance of an average of one evening meeting per week.

C. SPECIFIC RESPONSIBILITIES

- **Operations**
 - Oversee the management of the office.
 - Ensure operations are compliant with organizational bylaws and policies.
 - Oversee organizational email communications.
 - Oversight of part-time staff

- **Governance**
 - Assist the Board of Directors to organize regular board meetings, and NLT's Annual General Meeting.
 - Coordinate board member and committee member training and capacity building activities.

- **Finances**
 - Financial Management*
 - Oversee the operation's finances, including management of expenditures and the tracking of revenues in collaboration with the bookkeeper and Treasurer.
 - Ensure that financial procedures and policies are followed in accordance with the directives of the Board and all other legal statutory and regulatory requirements.
 - Monitor cash flows.
 - Assist with the preparation of the annual budget projections, and annual financial audit for the Board.
 - Fundraising*
 - Implement fundraising and resource development activity.
 - Draft funding proposals.
 - Implement donor stewardship activity.

- **Membership Development**
 - Engage in membership growth and improve membership services.
 - Oversee volunteer management.

- **Communications**
 - Support effective social media communications (mailchimp, facebook, instagram, twitter)
 - Support NLT's media interactions

- **Programing**
 - Support NLT **Acquisition** Project Planning as needed.
 - Support land stewardship as needed.

Other duties as assigned

D. QUALIFICATIONS

- Excellent written and verbal communication skills, including on-line communications
- Strong financial management and budgeting skills
- Comfort with administrative software including Microsoft Word, Excel, Powerpoint, Quickbooks, G-drive, etc.
- Demonstrated success with stakeholder engagement and or community engagement
- Demonstrated commitment to working from a strong anti-oppression and social justice framework
- Demonstrated ability to work within a diverse community (including working with seniors, youth, people with different abilities and different cultural and socio-economic backgrounds)
- Ability to speak a language relevant to the neighbourhood is an asset
- A self-starter with strong aptitude for independent work
- Post-secondary education in urban planning, environmental studies, non-profit management, business, or a related field, or equivalent work-experience preferred;

DEADLINE FOR SUBMISSIONS: September 23rd, 2019 at 5:00 pm EST

TO APPLY:

Please submit an application by email to info@pnlt.ca with the following documents attached as one PDF:

- 1-2 page cover letter including a discussion of
 - your most relevant work experiences and capabilities
 - your experience with administration and accounting
 - your relationship & knowledge of Parkdale
 - your relationship with social justice
- Resume
- 3 references of recent supervisors and peers

NLT is committed to employment equity and encourages applicants from equity-seeking groups. We aim to foster a workplace that reflects the diversity of the community we serve.

No phone calls please.