



Housing Land Trust Administrator

Are you passionate about making a lasting impact in our community? If so, we're looking for a Housing Land Trust Administrator to help launch and oversee our new program!

Under the direction of the Executive Director, the Housing Land Trust Administrator is responsible for overseeing financial management, home sales, stewardship of leasehold and rental properties, and general operations of the Housing Land Trust. The HLT Administrator is the primary representative in the community and liaison between the Advisory Board, and all other individuals, governments, and businesses who have a relationship with the Housing Land Trust (HLT).

ESSENTIAL FUNCTIONS

- ❑ Manage all areas of the HLT program to ensure goodwill and sustainability of the program.
- ❑ Provide outreach and leadership as the primary representative of the HLT in the community.
- ❑ Carry out all initial set-up to enable the Land Trust to legally stand as an independent entity.
- ❑ Successfully market properties to potential home buyers and verify Home Buyer Education.
- ❑ Facilitate home sales/re-sales to income qualified buyers working through third party lenders.
- ❑ Effectively handle asset management for land and properties, including fulfillment of lease agreements, maintenance of properties, and day to day budgets management.
- ❑ In collaboration with the Habitat for Humanity Executive Director, manage and maintain community partner relations to ensure compliance, follow-through on project development, and good stewardship of our donor contributions and other funding sources.
- ❑ Act as liaison to the Advisory Board, and all individuals, governments, and businesses who have a relationship with Habitat for Humanity of the Eastern Bighorns Housing Land Trust.

DESIRED QUALIFICATIONS

- ❑ BS degree in business, related field or experience resulting in equivalent level of knowledge.
- ❑ Knowledge and experience in large commercial or residential development, real estate sales, commercial or construction lending and/or construction project development.
- ❑ Skilled in contracts and project management.
- ❑ Enjoys working across a broad range of responsibilities.
- ❑ Demonstrates excellent writing and reporting skills, as well as computer skills including MS Microsoft and Google docs.
- ❑ Detail-oriented, organized, and capable of managing multiple tasks.
- ❑ Ability to demonstrate a high level of ethics, integrity, diplomacy and initiative.
- ❑ Able to maintain a high level of confidentiality with all Habitat and HLT information.
- ❑ Commitment to the Habitat for Humanity concept as a Christian housing ministry, core values, principles, and covenant, as well as willingness to work on a collaborative team.

ANNUAL STARTING SALARY: \$55,000 - \$65,000 plus retirement savings plan and paid time off

Qualified candidates should submit a **resume and letter of interest to stacia@peakconsult.net**

Questions can be directed to Stacia Skretteberg at 307-752-3608

All inquiries and applications will be held strictly confidential.

Habitat is an Equal Opportunity Employer.