

National Land Bank Network Program Associate

Center for Community Progress Job Announcement

Job Title	Program Associate
Reports To	Director, National Land Bank Network
Date	April 4, 2022

Center for Community Progress

As a national nonprofit, our mission is to foster strong, equitable communities where vacant, abandoned, and deteriorated properties are transformed into assets for neighbors and neighborhoods. We are former practitioners and policymakers who understand that today’s neighborhoods have been shaped by decades of unjust and racist land use and financing policies—and we are driven by the promise of safe, healthy, resilient, and inclusive neighborhoods that provide opportunity and dignity for all.

The expertise and passion of our staff is unmatched, and Community Progress is highly regarded as the nation’s leading resource for urban, suburban, and rural communities seeking to equitably address the full cycle of property revitalization. In all our work, we seek to ensure that all communities have the policies, tools, and resources they need to transform vacant, abandoned, and deteriorated properties. Our state-of-the-art technical assistance has been provided to more than 300 communities in over 35 states and our educational programming has reached tens of thousands across the United States.

More information is available at www.communityprogress.org.

Job Summary

The Center for Community Progress is seeking an experienced, innovative, and perceptive applicant to serve as Program Associate, joining a small team of passionate thought leaders and technical experts who care deeply about racial equity and justice.

The Program Associate will serve as a core member of the National Land Bank Network (NLBN) team, providing support to land banks across the country that address vacant, abandoned, and deteriorated property challenges. Recognizing the barriers these properties create to fostering equitable communities, this individual will work to help provide land bank leaders with networking opportunities, resources, and training on topics such as construction and development, affordable housing, vacant land stewardship, and climate resilience.

This position will coordinate the research and data collection efforts of the NLBN. Key focus will be on member database management, support of the national land bank survey and analysis efforts and performing data analysis and research on the impacts of land banks. In addition, there will be continuous outreach and coordination with land bank leaders across the country.

The ideal applicant for the position will have (1) experience with mapping and data analytic software, (2) a natural comfort conducting outreach and communication via various methods including virtual conferencing, phone, email and in person, and (3) a shared passion and deep commitment to building

equitable, inclusive communities that provide opportunities for all. While this position will be expected to perform independently at a high level.

The Program Associate position is full-time. In its pursuit to build a nation-leading team of highly skilled diverse experts, Community Progress will consider a remote location for this position and some flexibility for working hours. Our organization's hubs are in Washington D.C., Michigan, and Georgia, preference may be given for individuals with close proximity to these offices.

Individuals who are self-starters, able to lead projects, and pride themselves on solving complex problems alongside practitioners and community members in pursuit of building equitable and just communities are encouraged to apply.

Duties and Essential Job Functions

- Create and manage the NLBN member database and list of land banks in the country;
- Execute research and analysis that demonstrates the need for land banks and the impact of land banks in the country and provides land banks with data to help inform their local strategies;
- Assist in the development of educational materials for NLBN members and stakeholders including, but not limited to, written reports, blogs, and presentations;
- Maintain and improve the NLBN member web portal activities including, but not limited to, identifying and posting materials, events, and discussions that are helpful to members;
- Support the outreach to and cultivation of new NLBN members and relationship management with existing members at the direction of the Director;
- Provide research, mapping, and data analysis support to other Community Progress programs seeking to better understand the landscape and impact of vacant, abandoned, and deteriorated properties and best practices to address these properties;
- Stay current on land bank news including land bank projects and success stories and development or changes to state enabling legislation or policy impacting land banks;
- Be willing to travel up to 10% of the time, as conditions allow; and
- Other duties as assigned by the Director, National Land Bank Network.

Reporting Relationships

This position does not have any full-time staff directly reporting to them.

Qualifications

Program Associate must have:

- A demonstrated commitment to public and community service with an enthusiasm for Community Progress's mission and a shared commitment to equity, inclusion, and justice;
- Awareness of the history of unjust policies that have contributed to disinvested communities and racial inequities, and a commitment to working collaboratively with leaders in the field to develop new policies and programs that prioritize racial and economic justice;

- Knowledge of and prior work experience related to the challenges facing urban, suburban, and rural communities as they relate to vacant, abandoned, and deteriorated properties;
- Excellent research and data analysis skills;
- Experience in mapping and geospatial analysis, preferably using ArcGIS;
- Experience analyzing demographic data (e.g. census data), and preferably experience analyzing neighborhood change indicators, specifically housing market data (e.g. sales price and volume) and property vacancy and condition data (e.g. windshield surveys and national data sources like American Community Survey);
- Excellent ability to make complex and technical information accessible to a wide variety of audiences;
- Solid comfort level using Microsoft Excel for data analysis and other Microsoft Office products;
- Strong relationship-building skills, commitment to nonpartisanship, and a demonstrated ability to collaborate with individuals, groups, and policymakers with opposing points of view and diverse political perspectives;
- Robust problem-solving skills and ability to think outside the box;
- Exceptional project management skills and the ability to multitask and manage stress well in a fast-paced, deadline-driven environment; and
- Experience with Salesforce, Adobe Suite, Tableau, or Datawrapper are a plus.

Required

A minimum of two (2) years of experience with a focus on data analysis, community development or housing, or other closely related experience and a Bachelor's degree.

Preferred

A minimum of four (4) years of experience in systems that impact vacancy and abandonment, with explicit focus on land banking, delinquent tax foreclosure, or housing development and graduate degree in urban planning, public administration, or related field. Candidate's additional education may substitute for experience, and additional experience may substitute for education.

Salary and Benefits

The Center for Community Progress is offering a salary for the position of Program Associate between \$50,000 and \$60,000 annually, commensurate with experience or skillsets. Additionally, the Center for Community Progress provides an excellent and comprehensive benefits package that includes medical, dental, vision, 401k match, access to flexible spending or health savings accounts, and generous personal time off benefits.

Application Instructions

Interested applicants must submit cover letter, resume, and two professional or academic works that demonstrate skills in writing, research, or data analysis. All materials must be sent in a single PDF by 11:59pm ET April 29, 2022, to hire@communityprogress.org.

Equal Opportunity Employment

The Center for Community Progress works with community partners to advance and strengthen the values of equity, justice, and inclusion, and is committed to maintaining a diverse and multicultural working environment. Community Progress is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion/creed, sex, national origin, disability, genetic information, parenthood, pregnancy, veteran or active military status, alienage or citizenship status, salary history, caregiver status, sexual orientation, gender identity, marital or partnership status, familial status, unemployment status, status as a victim of domestic violence, sexual violence or any other status protected by applicable law.