

Technical Assistance, Associate Director

Center for Community Progress Job Announcement

Job Title	Associate Director
Positions Available	Two
Reports To	Director of National Technical Assistance
Date	October 13, 2023
Location	Remote or Hybrid

About the Center for Community Progress

We are a national nonprofit with a mission to foster strong, equitable communities where **vacant, abandoned, and deteriorated (VAD) 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.

Community Progress is highly regarded as the nation's leading resource for urban, suburban, and rural communities seeking to tackle vacancy and disinvestment equitably and effectively in pursuit of building inclusive, resilient neighborhoods. We ensure communities have the policies, tools, and resources they need to transform problem properties into neighborhood assets.

About the Technical Assistance Team

The nine-member Technical Assistance team is a group of creative, passionate changemakers who take great pride in *technical* work that is also *transformative*. As former practitioners, attorneys, and urban planners, we each bring unique expertise that we leverage to support our local partners with grace, dedication, humility, and a strong passion for racial justice.

Our work focuses on reforming the policy systems and tools that impact vacant properties including code enforcement, delinquent property tax enforcement, land banks, vacant land stewardship, data and market analysis, and comprehensive planning. We conduct thoughtful analysis, listen to community leaders, support (and at times challenge) local decision-makers, center impacted residents, assist with implementation efforts, and strive always for equitable outcomes. As a team, we cultivate creativity, embrace joy, and uplift and celebrate each other.

Our team has delivered technical assistance to more than 300 communities in over 35 states. Some examples include:

- In St. Louis, Missouri and Louisville, Kentucky, we helped local partners review their code enforcement practices specific to deteriorated properties through the lens of racial equity.
- In West Virginia and Illinois, we worked alongside a statewide coalition to draft and win reforms to property tax laws to reduce vacancy and support vulnerable homeowners.

- In New York, Georgia, and Nebraska, we helped land bank leaders design and incubate innovative programs that have become models for the national field of practice.
- In Puerto Rico, our seven-year partnership with a local nonprofit has resulted in a significant boost in local capacity, new island-wide laws to stabilize neighborhoods, and new local land banks to support recovery.

More of our work can be found at communityprogress.org/publications.

About the Associate Director Position

The Center for Community Progress is hiring two Associate Directors to support and lead small project teams in technical assistance engagements with local governments and land banks across the country. These teams will help cities with effective policies and solutions to address vacant, abandoned, and deteriorated (VAD) properties in support of equitable, inclusive neighborhood development.

The technical assistance engagements are tailored to the needs in each community. These projects are collaborative and focus most often on local government data practices, housing and building code enforcement, delinquent property tax enforcement, land banking, placemaking, and land reuse. Through this work, each Associate Director will meet committed public servants and community leaders across the country and build lasting relationships. This work requires deep attention to how local policies and state laws can contribute to neighborhood vacancy and disinvestment—and be reformed to promote equity, justice, and opportunity.

Both Associate Director positions are nearly identical, but one will commit approximately 25 percent of their time to managing a four-year federal grant with a focus on how land banks can play a more active role in brownfield redevelopment. This is an exciting opportunity for a candidate with a broad interest in our mission and a particular interest in land banks, brownfield remediation, commercial or industrial property reuse, and/or environmental justice. Candidates are not required to specify which position they are applying for but are encouraged to note a preference in their cover letter.

The Associate Directors may be fully remote or hybrid with one of Community Progress' offices in Flint, Michigan; Washington, DC; Chicago, Illinois; or Atlanta, Georgia. This position is expected to travel domestically approximately two brief trips a month.

Candidate Profile

The ideal candidates for these roles will be strategic, creative, persuasive, and trustworthy partners who can manage complex projects and small technical teams. While no two candidates will possess every quality outlined for this position, successful candidates will bring many of the following professional qualifications and attributes. Community Progress is committed to forming a team that reflects the communities we serve. As such, we are willing to invest in training a candidate that has significant personal experience with vacant properties but may feel they lack some of the professional or technical experience for the position.

Skilled Project Manager and Critical Thinker

As detail-oriented individuals, the Associate Directors will manage and lead teams that deliver technical support to key partners like local governments, land banks, and community groups. Relying on the project team's conversations with stakeholders, legal research of local and state policies, and a review

of data and practices, they will help develop compelling, appropriate recommendations and build consensus and excitement toward implementation.

The Associate Directors will develop scopes of work and budgets, manage internal and external experts, and ensure timely completion of high-quality deliverables. They will be comfortable working independently and as part of a team, be an effective project manager, and able to manage flexible workplans.

Creative Problem-Solver and Continuous Learner

The Associate Directors will be motivated by finding solutions to complex problems. They will help communities assess and prioritize competing legal, financial, political, and social challenges – ultimately crafting ambitious yet actionable recommendations. They will rely on their strong relationship-building skills and collaborative spirit to meaningfully engage individuals, groups, and policymakers with opposing points of view and diverse political perspectives, building consensus for those recommendations.

The Associate Directors will shape innovative policies to address vacant properties, proactively identify trends impacting our field, and explore new approaches to deliver technical assistance.

Persuasive and Effective Communicator

Our goal is to help build local leaders' capacity to lead their own VAD initiatives. The Associate Directors will work with project teams to craft approachable, compelling, and concise products and deliverables.

The Associate Directors will lead or support presentations and workshops on our core topics, such as code enforcement, delinquent property tax foreclosure, land banks, and vacant property reuse.

Personal Connection to and Passion for Mission

Ideally, the Associate Directors will have both lived and professional experience with the disinvested communities Community Progress serves. They will understand the history of unjust policies that have contributed to disinvested communities and racial inequities and be committed to working with leaders to develop new policies and programs that prioritize racial and economic justice.

Previous experience leading community and economic development, commercial or industrial property reuse, land bank, land or property revitalization or real estate initiatives is desired.

Compensation & Benefits

The salary range for this role is \$85,000 – 120,000. The Technical Assistance team's salary bands are designed to provide room for staff to grow in terms of responsibility and compensation within a position. Starting salary will be determined based on the depth of expertise and experience a candidate is bringing into the position.

Additionally, Community Progress provides an excellent and comprehensive benefits package that includes:

- 401(k) employer matching contributions
- 100% premium coverage for medical, dental, and vision insurance
- Long term disability, and life insurance plans
- Access to Health Savings Account or Flexible Spending Account

- Generous paid holidays, personal days, and sick time
- Professional development allowance

Contact

Ready to join our team? Submit a compelling cover letter, resume, and two writing samples that demonstrate concise and engaging writing skills [via this online form](#). We will start reviewing submissions on Monday, November 6, 2023, and continue on a rolling basis until the application window closes at 5:00pm ET on Friday, December 1, 2023.

Not sure if we are the right fit for you? Let's talk! You can reach out to learn more about the position and our team by emailing Tarik Abdelazim at tabdelazim@communityprogress.org.

Our Commitment to Equal Opportunity Employment

The Center for Community Progress (Community Progress) does not discriminate on the basis of race, color, national origin, disability, age, or sex in administration of its programs or activities, nor does it intimidate or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose action prohibited, by 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights. Community Progress' Chief Operating Officer (COO) is responsible for coordination of compliance efforts and receipt of inquiries concerning non-discrimination requirements implemented by 40 C.F.R. Parts 5 and 7.

If you have any questions, or believe that you have been discriminated against with respect to a Community Progress activity, you may contact Brian Flood, COO, at bflood@communityprogress.org or at (877) 542-4842 ext. 154. You may also visit our website for more information: <https://communityprogress.org/notice-of-non-discrimination/>.