



BACLT is HIRING!

Policy & Communications Director

Incubate Co-ops! Stop Displacement & Gentrification! Preserve Housing for Low-Income Folks! Promote Democratic, Grassroots, Community Control of Land and Housing!

ABOUT THE BAY AREA COMMUNITY LAND TRUST

The Bay Area Community Land Trust (BACLT) is a democratic organization advancing housing as a human right by creating permanently affordable, resident-controlled housing cooperatives in the East Bay. BACLT preserves multifamily housing where residents are at risk of displacement by permanently removing rental units from the speculative market and supporting those residents in creating cooperatives. BACLT also revives vacant buildings that are under-utilized, offers interactive training on cooperative property management and democratic governance, and partners with tenant rights, faith, and community organizations in intersectional housing justice efforts. BACLT is democratically governed by its predominantly low-income residents and members. BACLT has eight cooperative projects in Oakland and Berkeley, with several more projects currently underway.

CORE RESPONSIBILITIES: POLICY & COMMUNICATIONS

BACLT seeks a Policy & Communications Director to help build and maintain a strong community-based organization. The Policy & Communications Director is hired by and reports to the existing BACLT staff and Board of Directors (BOD). A core responsibility of this role is to **support** and **help facilitate** the work of the Projects Director and Resident Education Director. Supported in turn by these staff, the Policy & Communications Director also works with the public as a representative of the organization and plans external events and projects, engages our membership and base, and advances the community land trust (CLT) and cooperative models within housing work and movements.

Communications (70%)

- Being the first point of contact for the organization to the public.
- Press relationships (responding to inquiries & connecting BACLT residents & members).
- Building & maintaining relationships with partners, state and local officials, & funders.
- Daily management & engagement in online platforms to the public like our social media & website.
- Working with the BOD & staff to facilitate projects & tasks.
- Newsletter & member communications.

Policy & Movement Building (30%)

- Working in partnership with other organizations to advance policy that supports community land trusts, cooperatives, and BACLT's work at the local, county, and state levels.
- Maintaining relationships with values-aligned groups, organizations, and coalitions.
- Coordinating volunteers to engage meaningfully in BACLT work.
- Research and disseminate content with our audience and membership about local, regional, and state policies concerning CLTs and co-ops.

LEADING COLLECTIVE WORK

BACLT seeks an individual who is interested in helping to shape the organization as an equal co-partner and able to maintain a work plan that includes organizational-wide operations and overlapping, cooperative spheres of work. Although all staff share aspects of the following work, BACLT seeks an individual who will bring **skills**, **enthusiasm**, and a readiness to **grow into leadership** in some of the following essential areas:

Fundraising

- Building relationships with existing and potential new funders
- Writing, submitting, and tracking grants
- Developing annual budgets and long-term fundraising strategy, including a community fundraising strategy

Administration

- Organizational visioning and planning (core values, structure, mission)
- Facilitation (staff meetings, board meetings, retreats)
- Supporting a bookkeeper in financial documentation
- Systems management and improvement

QUALIFICATIONS/ SKILLS/ EXPERIENCE

The ideal candidate will have experience working with people from diverse socio-economic and cultural backgrounds, will be passionate about the organization's mission, and experienced in communications, facilitation, and working independently with accountability to a team. We hope to hear from candidates who have:

- Deep alignment with & enthusiasm for BACLT's mission
- Experience working with CLTs and/or housing cooperatives
- Familiarity with (and ideally, interest in) the specifics of affordable housing development
- At least one year of experience in **one or more** of the following areas:
 - horizontal organizations and/or worker cooperatives
 - public relations, marketing, communications, and preparing publications
 - direct policy and/or advocacy work
 - affordable housing or community development work
- Ability to work independently to advance projects while maintaining accountability to a team
- Skills and comfort in working in close collaboration with a small team
- Commitment to open communication and intentional information-sharing
- Organized and detail-oriented work style
- Superb abilities in facilitating and relationship-building
- Ability to quickly establish credibility and build strong relationships with diverse groups of people
- Ability to maintain a high level of confidentiality
- Leadership skills, including public speaking skills
- Excellent written and oral communication skills
- Proficiency in Microsoft Office Suite and Google Suite

While not required, skills or experience in any of the following areas/activities are desirable:

- Rooted in communities most impacted by gentrification and displacement, including communities of color and low-income, queer, and immigrant communities of the East Bay
- Experience with bookkeeping and/or budget management a plus
- Experience fundraising and grant writing for non profit organizations a plus
- Experience with Donorbox, Dropbox, Zapier, Airtable, Mailchimp, and Squarespace a plus
- Ability to communicate in Spanish or other language widely used in the East Bay
- Bachelor's and/or Master's degree

SALARY AND BENEFITS

Starting salary \$60,000 to \$65,000, depending on experience during 6-month probationary period. After that, all staff members are currently paid equally at \$65,000/year FTE. BACLT offers vacation, sick leave, and health and dental benefits.

Please send your resume and cover letter to: info@bayareactl.org by **February 21st, 2021**. Applications will be reviewed on a rolling basis with a goal to fill this position no later than **April 1st**. We look forward to hearing from you!