

Job Opening – Broome County Land Bank – Assistant Director

The Broome County Land Bank Corporation (BCLBC) seeks applicants for the position of Assistant Director. This is a full-time position, assisting the Executive Director in managing a non-profit organization which currently owns and manages an inventory of properties in various conditions and in a wide range of market conditions.

The mission of the BCLBC is to foster economic and community development by acquiring, holding, managing, developing and marketing distressed, vacant, abandoned and under-utilized properties.

The BCLBC is a pivotal player in addressing blight in the community, partnering with State, County and other local governments as well as the private sector to demolish dilapidated and dangerous properties and to increase access to affordable quality housing and market rate housing in the community.

Since its establishment in 2013, the BCLBC has successfully leveraged more than \$37 million in public and private investments to complete projects throughout Broome County including in the City of Binghamton and the Towns of Binghamton, Chenango, Colesville, Dickinson, Fenton, Kirkwood, Maine, Union, Vestal and Windsor.

Under the supervision of the Executive Director, the Assistant Director will be responsible for continued development of the organization's policies, procedures, and operations in collaboration with the Board of Directors and other governmental and non-governmental stakeholders. The Assistant Director will also be responsible for the execution and oversight of associated projects at the discretion of the Executive Director.

More information about the BCLBC can be found by visiting the organization's website at www.broomelandbank.org.

Minimum Qualifications:

- A Master's degree in urban planning, real estate finance, public administration, business administration, political science or closely related field
- A Bachelor's degree in urban planning, real estate finance, public administration, business administration, political science or closely related field plus a minimum of two years' experience with a Land Bank, real estate development, community development activities, government administration or economic development
- An Associate's degree in urban planning, real estate finance, public administration, business administration, political science or closely related field plus a minimum of four years' experience with a Land Bank, real estate development, community development activities, government administration or economic development

Preferred Experience and Skills:

- Housing or real estate development
- Planning and community development
- Government or non-profit management experience
- Grant writing and grant administration
- Public relations experience

Salary & Benefits: \$63,756 plus a competitive benefits package including health insurance and participation in the New York State and Local Retirement System.

Please note that a civil service exam may be required for this position.

Individuals who are interested in the Assistant Director position should submit a detailed cover letter and resume as well as at least three references. Please submit all materials by 4:00 PM EST on Wednesday, November 30, 2022. Applications may be submitted electronically or by mail to:

Jessica Haas
Executive Director
Broome County Land Bank Corporation
P.O. Box 1766
Binghamton, NY 13902
Jessica.Nejeschleba@BroomeCountyNY.gov

AA/EEO/ADA Employer