

Housing Coordinator and Land Trust Executive Director

Thomas Jefferson Planning District Commission (TJPDC) &
Thomas Jefferson Community Land Trust (TJCLT)
Charlottesville, VA

CLASSIFICATION: Full-Time Exempt with full benefits
SALARY: \$41,600 Annually plus full benefit package

The TJPDC and TJCLT is seeking a full time executive Housing Coordinator. The TJPDC/TJCLT area consists of the City of Charlottesville and Albemarle, Fluvanna, Greene, Louisa and Nelson Counties in central Virginia. The position will serve part time as the Thomas Jefferson Community Land Trust's first Executive Director. The TJPDC/TJCLT is seeking a dynamic individual with housing or real estate experience interested in continuing their skills and building experience with an advanced regional planning team.

The Executive Director/Coordinator will work as part of a multi-disciplinary team on affordable housing, land trust board development and sustainability as well as community development issues.

Required Skills and Abilities include a Bachelor's degree or higher in real estate, planning, architecture, business administration, public administration or related field required; a valid driver's license and relevant experience in software and affordable housing practices.

Tasks and Duties will include performing research, preparing reports and collecting, analyzing, and interpreting data; establishing effective relationships with community members, businesses and housing applicants; and implementation of policies set by the TJCLT Board as well as annual goals and objectives, and financial, program, and administrative oversight of the organization.

To view the complete posting online, visit our website at <http://www.tjpd.org>. Posting is open for application until filled. Resume, cover letter, salary history and completed job application are required for consideration. Applications may be submitted to Thomas Jefferson Planning District Commission, 401 East Water Street Charlottesville, VA 22902, or by email at info@tjpd.org. No phone calls please.