

Job Posting: Full-Time Stewardship Coordinator

Location: Missoula, Montana*

***(staff is working remotely for an unknown time period due to Covid-19)**

The Trust Montana Stewardship Coordinator is a new full-time position. The Coordinator will be responsible for overseeing the management and monitoring of the organization's community land trust (CLT) portfolio of properties and assisting the Director in setting up systems to increase efficiency and impact. The Coordinator will report to the Director. The Coordinator position will be vital to Trust Montana's efforts to ensure people who are excluded from owning real estate can benefit from shared equity home, farm, or business ownership.

The Stewardship Coordinator duties will be central to Trust Montana's operations and will directly increase the organization's ability to increase equity in Montana communities. The staff person will benefit from professional development opportunities focused on shared equity ownership models, Fair Housing Law, Federal Housing and Urban Development rules and regulations, farmland preservation and affordability tools, and other relevant skill sets as-needed.

About Trust Montana

Trust Montana is a statewide community land trust with a mission to promote community land trusts and hold land in trust to facilitate workforce housing, farmland affordability, and the preservation of vital community assets that keep rural and urban areas livable for Montanans of varied economic means.

Systemic oppression and complacency on the part of businesses and nonprofits disproportionately hurts the most marginalized people in society, including Black, Indigenous, and People of Color, people from working class backgrounds, people with disabilities, women, and LGBTQI people. The community land trust model was developed by Black sharecroppers in the American South in the 1960s (visit <https://www.newcommunitiesinc.com/>) and without this visionary leadership Trust Montana would not exist. Marginalized communities must be centered in the work we do, and racially and gender diverse candidates are encouraged to apply.

Duties of the Stewardship Coordinator will include, but may not be limited to:

- Income-qualifying prospective home buyers, farm buyers, and other prospective lessees as they apply to purchase shared equity land trust properties;
- Assisting qualified applicants in navigating the purchase process and accessing financing and down payment assistance programs;
- Connecting current and prospective lessees with financial literacy resources;
- Overseeing viewings and maintenance inspections of properties;
- Monitoring all properties for compliance with ground lease restrictions;
- Working with the statewide board to encourage new lessees to serve on the board;
- Maintaining positive, supportive, and consistent communication with all program lessees;
- Assisting home or farm owners in crisis and taking steps to help them avoid foreclosure;
- Assisting current home or farm owners with questions or issues on tax bills, mortgages, maintenance, or an HOA;
- Providing HOA management training;
- Interfacing with partner organizations and municipalities in multiple communities to co-steward projects when applicable;
- Filing and tracking ground lease documents, land tax bills, water rights documents, etc;
- Working with the Board and Staff to update Stewardship Policies and Procedures;
- Developing a Stewardship Manual;
- On-boarding and managing HomeKeeper, a database software used by shared-equity housing practitioners to increase organizational efficiency; and,
- Assisting the Executive Director and Staff Attorneys in ensuring that all parties involved in property resales are adequately educated to successfully manage CLT property closings.

Qualifications:

- A commitment to social, racial, and economic justice. Candidates should possess an understanding of the intersecting layers of oppression that exclude people from accessing land, housing and other resources leading to economic stability;
- Graduate, Bachelor, or Associate Degree in Community Development, Community Planning, Social Work, Non Profit Administration, or other relevant course of study preferred, but not required;
- Experience managing multiple detailed projects simultaneously: the capacity to prioritize and readjust as projects fluctuate is a requirement of this position;

- A track record of developing and maintaining strong working relationships with people from many different backgrounds;
- A sincere interest in long-term employment with Trust Montana;
- A driver's license and the scheduling flexibility to eventually travel the state between 15% and 30% of the time depending on the season; and,
- The ability to work from home for an unknown amount of time due to Covid-19.

Compensation and Benefits: The Stewardship Coordinator is a full-time exempt position with a salary of \$56,160 per year. The employee will have the option of setting up a pre-tax Health Savings Account if they choose a health insurance plan eligible for an HSA. The organization does not offer medical or retirement benefits at this time.

To apply: Please email a resume and cover letter answering the below questions. Include two professional references and one character reference. Submissions are due by October 5th at 5pm. Submission materials should be emailed as PDF attachments to Hermina Harold at hermina@trustmontana.org

❖ **Cover Letter Questions:**

- What would have made the community you grew up in more equitable?
- Describe a situation you've navigated that required you to prioritize between multiple tasks while remaining detail-oriented.