

Job Title: Stewardship Manager

Location: Texas (Fort Worth preferred)

Organization: Fort Worth Community Land Trust

Reports To: Executive Director

Employment Type: Full-Time, Exempt

Salary: \$85,000

Organization Description:

The mission of the Fort Worth Community Land Trust (CLT) is to create, steward and preserve a permanent supply of quality attainable homes in multiple neighborhoods across the city to ensure that Fort Worth neighborhoods are diverse and inclusive.

The CLT's primary focus will be to provide homeownership opportunities for low-income households and, secondarily, to provide rental housing opportunities, steward non-residential community assets, and serve a higher income level to ensure neighborhood diversity.

The Fort Worth CLT is a community driven model that utilizes ground leasing, pre-determined resale restrictions, and shared equity to keep homes permanently attainable. The Fort Worth Community Land Trust will oversee critical tasks such as marketing, homebuyer selection, attainable pricing, and ongoing stewardship to ensure the long-term success and compliance of CLT homeowners for its growing portfolio.

Position Overview:

The Stewardship Manager plays a pivotal role in ensuring the long-term success and sustainability of the program and community relationships within the Fort Worth Community Land Trust. This position is responsible for engaging with residents and prospective residents, and maintaining strong, positive relationships with homeowners, tenants, and community members. The Stewardship Manager will oversee compliance, property management, and community engagement efforts, ensuring that the mission and values of the Community Land Trust (CLT) are upheld. Given the start-up nature of the Fort Worth Community Land Trust, the Stewardship Manager will need to approach the position with flexibility and may be assigned additional duties as the team is built.

Key Responsibilities:

1. Program Development :

- Contribute to the development of new stewardship programs, initiatives, and strategies that align with the CLT's mission.
- Work closely with the Executive Director to identify opportunities for expansion, grant funding, and partnership development.
- Assist in the creation of educational materials, reports, and presentations for internal and external audiences.
- Strategically build out the CLT team as funding becomes available and community needs are identified.

2. Intake and Outreach

- Oversee the intake process, ensuring applicants are appropriately assessed for eligibility and readiness for homeownership.
- Review applicant documents for HUD income eligibility, mortgage financing, and program compliance.
- Collaborate with partner organizations to provide resources and referrals for applicants, including lenders, realtors, home buying counseling agencies.
- Manage communication with applicants, tracking case progress, and assisting with any barriers to qualification.
- Ensure Salesforce and internal records are updated and accurate according to FWCLT policies.
- Represent FWCLT at public meetings, events, and outreach efforts to promote the program.

3. Homeowner and Tenant Support:

- Provide ongoing support to CLT homeowners and tenants, including assistance with home maintenance, conflict resolution, and understanding CLT agreements.
- Work with partners to facilitate workshops and educational sessions on homeownership, financial literacy, and property maintenance for CLT residents.
- Respond to resident inquiries and address issues promptly to foster a supportive community environment.

4. Compliance and Monitoring:

- Ensure compliance with all CLT agreements, including ground leases, resale restrictions, and other legal obligations.
- Monitor the affordability and use of CLT properties, conduct annual reviews and enforcing resale restrictions as necessary.
- Collaborate with legal and financial partners to address any compliance issues or disputes.

5. Community Engagement:

- Cultivate strong relationships with community members, partners, and stakeholders to promote the CLT model and its benefits.
- Organize community meetings, events, and volunteer opportunities to strengthen community ties and support resident engagement.

- Act as a liaison between the CLT, residents, and local government, advocating for policies that support affordable housing and community land stewardship.

Qualifications:

- **Education:** Bachelor's degree in real estate, urban planning, community development, social work, or a related field; or equivalent experience.
- **Experience:**
 - At least 3-5 years of experience in property management, community development, affordable housing, or related fields.
 - Experience working with Community Land Trusts, non-profits, or community-based organizations is highly desirable.
 - Bilingual in English and Spanish.
- **Skills:**
 - Excellent interpersonal and communication skills, with the ability to engage and collaborate with diverse communities.
 - Knowledge of affordable housing, land trusts, and/or community development issues.
 - Proficiency in project management, with the ability to manage multiple tasks and projects simultaneously.
 - Experience with property management preferred.
 - Familiarity with relevant laws, regulations, and compliance issues related to affordable housing and land stewardship.
 - Ability to work independently and as part of a team, with strong problem-solving and organizational skills.

Working Conditions:

- The position requires occasional evening and weekend work, as well as travel within the local area.
- Must have a valid driver's license and reliable transportation.
- The Stewardship Manager may need to perform physical activities such as property inspections and community event setup.

Application Process:

Interested candidates should submit a resume and cover letter to becky@fortworthclt.org with "Stewardship Manager Application" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.