

GMVLB Project Manager

The Greater Mohawk Valley Land Bank (GMVLB) is a community development organization. The mission of the organization is to strategically acquire abandoned properties, eliminate barriers to their redevelopment, and sell rehabilitated properties to new, responsible owners to return the property to the tax rolls. Land Bank activities will support related community revitalization efforts including, but not limited to, zoning amendments, code enforcement, comprehensive plan updates, community health initiatives, and small business and workforce housing development.

POSITION SUMMARY:

The Project Manager will complete a variety of assignments to assist in and manage the acquisition, improvement and disposition of property by the Greater Mohawk Valley Land Bank (GMVLB), facilitating real estate development and Community Partner projects, including: (1) projects consisting of small- and large-scale rehab or new construction for residential, mixed-use, commercial, or industrial/manufacturing uses; and (2) land sales and transfer for urban agriculture, beautification, storm water management or green space.

PRINCIPLE DUTIES:

Job duties and responsibilities of the position include, but are not limited to:

- Manage projects, from application intake and review, to transaction processing, to compliance monitoring
- Assess and interpret financial viability of applicant and project
- Interface with applicants and stakeholders on a consistent basis
- Coordinate and execute closings on transactions and other projects
- Enter, track and report components of approval processes and transactions into Salesforce database and maintain accuracy
- Monitor progress of all projects to ensure compliance consistent with terms of agreements
- Maintain coordination with City & County partners (FGUs) and related offices such as Code Enforcement, Planning and Urban Renewal Offices.
- Ensure compliance with all GMVLB procedures and guidelines; ensure that economic development goals and objectives are achieved
- Ensures project goals and objectives are achieved; track and report results
- Builds capacity of programs to increase its success through one on one interaction, organized trainings, and seminars
- *Builds and maintains relationships with community partners and other organizations to strengthen community ties with Greater Mohawk Valley Land Bank (GMVLB)
- *Works collaboratively with FGUs and their departments to fully develop visions into projects to maximize community opportunities
- *Works closely with Property Management department to identify GMVLB properties for conveyance that fit in presented development plans from community partners and other organizations
- *Identifies and resolves issues and problems related to project visioning, creation, and bulk disposition of properties
- *Works closely with Public Affairs, attends public forums and events to encourage program opportunities and raise the awareness of the benefits of the program
- *Develop strategies to increase the exposure and participation in the program as needed
- Perform other duties as assigned by CFO

Job duties with an asterisk () are specific to Dispositions Department only

QUALIFICATIONS (Knowledge, Experience, Skills and Abilities):

- At least five (5) years of experience construction, developing, real estate sales, or retail banking.
- In-depth knowledge of participating communities and respect for diverse cultures/lifestyles
- Ability to work evenings/weekends (occasional) to represent GMVLB at meetings or events
- Ability to work cooperatively and effectively with outside organizations and stakeholders
- Ability to work well in a fast-paced and demanding environment
- Excellent communication, both verbal and written
- Excellent time management skills and ability to multi-task
- High-level of customer service orientation
- Proficient in the use of the Microsoft Office Suite (Word, Excel, PowerPoint and Outlook)
- Must possess a dependable vehicle and current & valid license to drive in the state of New York
- Ability to work independently following guidelines, organize time effectively and set work priorities
- Skilled in tracking information and providing reports on results
- Adept at identifying and resolving issues and problems pro-actively
- Confident, articulate, and professional speaking abilities for presentations to public and/or groups with the ability to adapt communication style to suit different audiences

The office is currently located in Little Falls. We are looking for someone who has flexibility in their schedule, as there will be some evening meetings. As a part-time position, work weeks will average between 10-20 hours per week but may also vary depending on the work load. The annual salary is flexible, depending on qualifications.

Please forward a cover letter, resume (including your email address & phone number) and three (3) references via email to info@gmvlb.org or via USPS mail to:

Greater Mohawk Valley Land Bank
PO Box 53
Little Falls, NY 13365

Deadline for submission is Friday, May 31st, 2024 at 5pm. Resumes submitted without cover letter and references will not be considered.

Please Note: The Greater Mohawk Valley Land Bank is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, it is the policy of the Land Bank to provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Job Type: Part-Time

Job duties with an asterisk () are specific to Dispositions Department only