



Operations & Communications Coordinator

Summary

Under the direction of the Executive Director, the Operations & Communications Coordinator will assist in all Land Bank activities including: 1) fund development; 2) developing and maintaining sound administrative and record keeping systems; 3) assisting with ensuring compliance with all grant and Land Bank requirements and ensuring appropriate documentation is filed; and 4) engaging in community outreach.

Essential Duties and Responsibilities

The Operations & Communications Coordinator is responsible for supporting the Executive Director and Finance & Administration Manager in the overall operations for KCLBA, a public corporation who manages the disposition of the tax reverted properties. The incumbent will:

Fund Development

- Maintain a database of Land Bank friends and colleagues
- Research potential funding and grant opportunities
- Write grant applications
- Assist in the ongoing fund development activities of the Land Bank, writing letters, coordinating meetings, and supporting the Executive Director's fund development program goals
- Act as staff assistance to Vibrant Kalamazoo, a 501(c)3 that supports the Land Bank
- Plan and coordinate events
- Other duties as assigned

Administrative/Record Keeping

- Utilize Land Bank property database, including data entry and modification, and reporting
- Coordinate Land Bank board meetings, including sending notice of meeting and request for response, taking meeting minutes and drafting for approval
- Support Executive Director by providing administrative support

- Support the financial management systems of the Land Bank by providing administrative support, and assisting with accounts payable, accounts receivable, and cash receipting functions. Providing backup to Finance & Administration Manager in financial management. Make daily deposits at financial institutions
- Serves as main contact with website vendor and ensures timely updates to the Land Bank's website
- Other duties as assigned

Compliance

- Completing required property related grant and Land Bank documentation, including completing required documentation and maintaining good electronic and paper filing systems
- Understand and ensure timely and accurate completion of grant-required documentation and reporting
- Generally, serve as key staff person on compliance matters, ensuring files are kept in good order throughout the organization, are checked periodically and providing technical assistance to other staff regarding compliance matters
- Other duties as assigned

Communications/Community Outreach

- Develop annual report
- Plan or coordinate events
- Represent Land Bank at outreach or community events
- Write press releases, flyers, email campaigns as directed
- Other duties as assigned

Education and/or Experience

Bachelor's degree required in business administration, accounting, community development, public administration, social work, urban planning or other related field. Community development experience desired.

Knowledge, skills and abilities

- Knowledge of community development strategies
- Ability to manage projects
- Ability to develop and maintain administrative systems
- Excellent written and oral communication skills
- Ability to perform multiple tasks and produce accurate work within deadlines

Proficiency in the use of computers for:

- Microsoft Office Word
- Excel
- E-mail
- Internet

Travel

The Outreach and Operations Coordinator will attend meetings, training and other events.

Interested and qualified candidates should mail a cover letter and resume to:

Amanda Woodin, Kalamazoo County Land Bank Authority, 229 East Michigan Avenue, Suite 340, Kalamazoo, MI 49007.

This position is open until filled.

Salary Range

\$29,201 - \$32,121 annually